



New Mexico Regulation and Licensing Department
Office of the Superintendent and General Counsel

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REQUEST TO INSPECT PUBLIC RECORDS

DATE: \_\_\_\_\_ DIVISION: \_\_\_\_\_

REQUESTOR INFORMATION (please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please check the appropriate box and be as specific as possible on documents:

I am requesting to: INSPECT [ ] or OBTAIN COPIES [ ] .

Please identify the records sought with reasonable particularity:

Four horizontal lines for identifying records sought.

I would like to receive the requested documents via:

EMAIL [ ] or MAIL [ ]

If our Department does not maintain these public records, you will be notified in writing which Department maintains the records you are interested in. Copies are \$0.25 per page and payment is due prior to receipt of documents.

All Inspection of Public Records Requests are processed pursuant to the Inspection of Public Records Act, §14.2.1 NMSA 1978. The Regulation and Licensing Department charges a copy fee for all requested documents. You will be notified in writing of the fee for your requested documents. Payment must be received prior to the disclosure of documents. It is a felony to tamper with, destroy, conceal, mutilate or remove public documents (§30-26-1, NMSA 1978).

Print Name of Requestor

Signature of Requestor