



Sierra County Sheriff's Office

(575) 894-9150 Phone

(575) 894-7938 Fax

Inspection of Public Records Act (IPRA) Written Request for Copies of Law Enforcement Records

The New Mexico Inspection of Public Records Act (hereinafter IPRA), 14-2-8(C) NMSA 1978 states that, a written request shall identify the records sought with reasonable particularity. If this information is not provided, it may be grounds for denial of the requested record(s).

Applicable Dates & Times

Date of Request: _____ Time of Request: _____

Date or Date Range of Incident: _____ Time or Time Range of Incident: _____

Type of Record Requested:

Written Report(s) Video Recordings Audio Recordings Photos

Other: _____

Type of Request: I.P.R.A. Discovery: Report Number (if known): _____

Parties Involved

Name of Victim(s): _____ Name of Offender(s): _____

Name(s) of Other Party(ies) involved: _____

Video & Audio Records

The New Mexico IPRA, 14-2-1.2(B) NMSA 1978 states that a request for release of video or audio shall specify at least one of the following

Computer Aided Dispatch Record Number: _____

Incident Report Number: _____

Date or Date Range & One of the Following: _____

The name of a law enforcement officer or first responder: _____

The approximate time: _____

The approximate location: _____

Name(s) of Person(s) Requesting Records

The New Mexico IPRA, 14-2-8(C) NMSA 1978 states that, a written request shall include the name, address and telephone number of the person seeking access to the record(s). If this information is not provided, it may be grounds for denial of the requested record(s).

Name of Person Requesting Records: _____

Address of Person Requesting Records: _____

Phone Number of Person Requesting Records: _____

Email Address of Person Requesting Records: _____

– For Sheriff's Office Use Only –

DO NOT WRITE BELOW THIS LINE

The New Mexico IPRA 14-2-9(C)(1), NMSA 1978, authorizes a public body to charge for making copies of public records, downloading copies of public records to computer disc or storage device (electronic media) as well as the actual cost of the electronic media, transmitting the public records via mail, electronic mail or by facsimile and to require payment before making copies of public records. Attached to this form is our fee schedule for making copies of public records.

Date Received: _____ Date Received by Records Custodian: _____

Date Completed: _____ Completed by: _____

Cost: _____ Paid: YES NO How paid: Cash Check Money Order

Paid by: _____ Receipt #: _____

Comments: _____

Keep in mind that all copies of records will be redacted of certain personal identifying information (PII). Use of any information contained within the records provided to threaten, intimidate, harass or to fraudulently take on the identity of any party of the record(s), will be fully investigated and referred for prosecution.

Copies of public records will not be made until such time as payment is received. All copies of public records which are not picked up from our office within 30-days of them being made, will be destroyed and the request will have to be re-submitted.