

Request to Inspect Public Records for Chaves County

In accordance with the Inspections of Public Records Act, (IPRA), Section 14-2-1 NMSA 1978, as amended, every person has the right to inspect public records maintained by Chaves County with certain exceptions. A “public record” is defined to include any document, tape, or other material, regardless of form that is used, created, received, maintained or held by or on behalf of a public body, and is related to public business.

Date of Request

Name of Requestor (Required)

Mailing Address (Required)

City

State

Zip

Phone Number (Required)

Email Address

Please identify the records sought with reasonable **particularity**:

(For video requests, please include case number, date or date range, name of law enforcement officer, approximate time, and/or location.)

Would you like to: ☐ Inspect Records ☐ Receive Copies of Records

If you would like to receive copies, please indicate the media you prefer:

- ☐ Printed Pages: \$0.25 ea.
- ☐ CD: \$10.00 ea.
- ☐ USB Drive: \$20.00 ea.
- ☐ Electronic OneDrive Link: \$20 (Email link with downloadable files)

There will be an extra charge for postage if records need to be shipped.

OFFICE USE ONLY

DATE RECEIVED IN OFFICE: _____

INITIALS: _____