

REQUEST TO INSPECT PUBLIC RECORDS

TO: STATE PERSONNEL OFFICE

DATE: _____

REQUESTOR INFORMATION (please complete):

Printed/Typed Name: _____

Address: _____

Phone: _____

E-Mail Address: _____

I would like to inspect/copy the following documents (Please be as specific as possible):

If the State Personnel Office does not maintain these public records, you will be notified in writing which Department maintains the records you are interested in.

All Inspection of Public Records Act Requests are processed pursuant to the Inspection of Public Records Act, §14.2.1, NMSA 1978. The State Personnel may charge a copy fee for all requested documents.

You will be notified in writing of any 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).

Return requests to:

Public Records Coordinator via email at:

DeniseM.Forlizzi@state.nm.us or fax to (505) 476-7949

Signature of Requestor

STATE PERSONNEL OFFICE

2600 Cerrillos Road, Santa Fe, NM 87505

(505) 476-7759 • FAX: (505) 476-7949 • www.spo.state.nm.us