

**STATE PERSONNEL OFFICE  
REQUEST TO INSPECT PUBLIC RECORDS**

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

Requestor Printed/Typed Name: \_\_\_\_\_

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

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

I would like to inspect/copy the following records (please be as specific as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

***Requests for traffic incident reports, police records and law enforcement records should be directed to the New Mexico Department of Public Safety (DPS).***

***DPS IPRA Email: [DPS.IPRA@state.nm.us](mailto:DPS.IPRA@state.nm.us).***

***DPS Accidents Email: [LERB.Accidents@state.nm.us](mailto:LERB.Accidents@state.nm.us).***

***For additional information, visit the DPS website at [www.dps.nm.gov](http://www.dps.nm.gov).***

All Inspection of Public Records Act requests are processed pursuant to the New Mexico Inspection of Public Records Act (NMSA 1978, Section 14-2-1).

If the State Personnel Office does not maintain the public records you are requesting, we will notify you in writing and refer your request to the proper records custodian, if known.

The State Personnel Office 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 (NMSA 1978, Section 30-26-10).

Submit IPRA requests to:

State Personnel Office Public Records Custodian

Email to [SPO.IPRA@state.nm.us](mailto:SPO.IPRA@state.nm.us) or Fax to (505) 476-7949

\_\_\_\_\_  
**Signature of Requestor**