

**UTAH STATE LEGISLATURE
FEE WAIVER REQUEST**

Date: _____

From: _____
Name of individual or entity submitting this fee waiver request

Name of entity's contact individual (if this request is submitted by an entity)

Mailing address

City State Zip code

(____) _____
Daytime telephone number

Email address -- *By providing an email address, I am indicating that I am willing to accept communications by email regarding this fee waiver request.*

I submitted a record request to _____
Name of legislative office
on _____ . A copy of the record request is attached to or accompanies
date the record request was submitted
this fee waiver request.

The legislative office has notified me that it is charging me a fee for responding to my record request (I understand that this fee waiver request will be considered only if a legislative office has charged me a fee for responding to my record request).

I request a waiver of the response fee based on the following:

Notes:

- A fee waiver request submitted before a legislative office charges a fee is premature and will not be considered unless and until a fee is actually charged.
- A fee will not be charged for an in-state record request if responding to the record request requires two hours or less of staff time and the legislative office will not incur any other costs or only nominal costs.
- If a legislative office charges a fee, the legislative office will notify the person who submitted the record request of the fee being charged.
- Under Section L-302 of the Legislative Management Committee Policy L. Legislative Records, granting a fee waiver request is allowed under certain circumstances but is not required.