



Office of the Secretary of State
 325 Don Gaspar – Suite 300
 Santa Fe, New Mexico 87501
 800.477.3632
 505.827.3600
www.sos.state.nm.us

Request to Inspect Public Records Form

Please type or print legibly.

Name of Requestor: _____

Address of Requestor: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____ Record Custodian's Name: _____

Pursuant to the [Public Inspection Act, section 14-2-1 to 12 NMSA 1978](#), I am requesting the following copies; or I would like to inspect the following document(s) (please circle one or both if you wish to inspect and then request copies). Please identify in exact detail the information that you are requesting copies of or the document(s) you wish to inspect.

Note: There is \$.25 fee per copy which shall be paid upon delivery. If the request for copies exceeds \$1.00 we will require a check upon request for copies. Public records are available for inspection between 8:00 am 12:00 and 1:00 pm- 5:00 pm, Monday through Friday except legal holidays. **All inspection of public records will be conducted by appointment only and in the presence of the records custodian or designee.**

Signature of Requestor

OFFICE USE ONLY		
Invoice # _____	Date Received _____	Date Inspected _____
_____ Three Day Letter Sent	Date: _____	Initials: _____
_____ Wrong Custodian Letter Sent	Date: _____	Initials: _____
_____ Burdensome Letter Sent	Date: _____	Initials: _____
_____ Denial Letter Sent	Date: _____	Initials: _____
_____ Other Letter Sent	Date: _____	Initials: _____