



NEW MEXICO ENVIRONMENT DEPARTMENT INSPECTION OF PUBLIC RECORDS REQUEST FORM

Please fill out the following information:

1. Date: _____
2. Requestor's Name: _____
3. Requestor's Address: _____

4. Phone #: () _____
5. Company being Represented: _____

6. Address: _____

7. Documents/File being requested to be reviewed or copied (please describe the records in sufficient detail to enable Department personnel to reasonably identify and locate records):

8. NMED Bureau where Document/File can be found (if known): _____

Signature: _____

The Cost of requestor copying is .25 cents per page for 8 ½ x 11, for all other sized or redacted documents consult NMED Policy 25-09.

**Please send this request to:
Melissa Mascareñas
Inspection of Public Records Officer
1190 St. Francis Drive, Suite N-4050 Santa Fe, NM 87505
Or fax: (505) 827-1628**