

**Village of Hatch – Inspection of Public Records Act (IPRA) Request Form**

*Pursuant to the New Mexico Inspection of Public Records Act (NMSA 1978, §14-2-1 et seq.)*

The Village of Hatch is committed to transparency and compliance with the New Mexico Inspection of Public Records Act (IPRA). You may submit your request using the form below.

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**Requestor Information**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**Record(s) Requested**

Please describe the records you are requesting. Be as specific as possible. (Include names, dates, departments, subject matter, or any additional details to assist in locating the records.)

**Description of Requested Records:**

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**Preferred Method of Inspection or Delivery**

(Select one)

- Inspect records in person**
- Receive electronic copies (if available)**
- Receive paper copies** *(Fees apply; see below)*
- Other (specify):** \_\_\_\_\_

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## Copy & Postage Fees Notice

Under the NM IPRA statute:

- The Village of Hatch may charge **\$0.25 per page** for paper copies.
- Additional charges may apply for oversized documents, electronic storage devices, or media reproduction.
- **Postage** will be charged if records are mailed.
- **Payment is required before copies are made or mailed.**

By signing below, you acknowledge that you may be responsible for copy and postage fees under NMSA 1978, §14-2-9.

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### Requestor Signature

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Submit Your Request

You may submit this form in any of the following ways:

**Email:** [eporras@villageofhatch.org](mailto:eporras@villageofhatch.org)

**Mail:** Village of Hatch, Attn: Records Custodian, P.O. Box 220, Hatch, NM 87937

**In Person:** Village of Hatch 133 N. Franklin St., Hatch NM 87937

The Records Custodian will respond within the timeframes required by NMSA 1978, §14-2-8.