REQUEST TO AMEND OR CORRECT A RECORD

Utah Code §§ 63A-19-403 & 63G-2-603

An individual may request an amendment or correction of personal data furnished to a governmental entity.[1] An individual may also contest the accuracy or completeness of any public, private, or protected record concerning the individual by requesting the governmental entity amend the record.[2]

Any personal data provided on or with this form will be used for the purpose of processing this request. If the personal data requested by this form is not provided, this request may not be granted. Personal data provided may be shared within the governmental entity to process the request, but it will not be sold. Please submit completed forms to the Tooele City Recorder.

Applicant's name: _____

Address: _____

Email: _____

Phone number: _____

Describe the personal data/record you are asking to be amended (attach a copy if feasible): _____

Explain why you believe the personal data/record should be amended or corrected:

_____

_____

_____ _____

Signature of Applicant Date

[1] Utah Code § 63A-19-403.
[2] Utah Code § 63G-2-603.

Approval/Denial of Request to Amend or Correct

[ ] Your request to have personal data/records be amended or corrected has been granted.

[ ] Your request to have personal data/records be amended or corrected is denied because: _____

If your request is denied, you may submit a written statement contesting the information in the record. Your statement will be filed with the disputed record or be made accessible with the record depending on the format of the record. Your statement will be disclosed along with the information in the record whenever the disputed information is disclosed. Pursuant to Utah Code 63G-2-603, you may appeal the denial of your request to district court.