

MICHELLE LUJAN GRISHAM  
GOVERNOR

HOWIE MORALES  
LIEUTENANT GOVERNOR



NEW MEXICO  
**Early Childhood**  
Education & Care Department

ELIZABETH GROGINSKY  
CABINET SECRETARY

JOVANNA ARCHULETA  
ASSISTANT SECRETARY for Native American  
Early Childhood Education and Care

DR. JENNIFER DURAN-SALLEE  
DEPUTY SECRETARY

**REQUEST TO INSPECT PUBLIC RECORDS**

DATE: \_\_\_\_\_

**REQUESTOR INFORMATION (please print)**

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

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Please check the appropriate section and be as specific as possible on documents:**

I am requesting to: INSPECT \_\_\_\_\_ or OBTAIN COPIES \_\_\_\_\_

Please identify the records sought with reasonable particularity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I would like to receive the requested documents via:** EMAIL \_\_\_\_\_ or MAIL \_\_\_\_\_

If our Department does not maintain these public records, you will be notified in writing which Department maintains the records you are interested in. **Copies are \$0.25 per page and payment is due prior to receipt of documents.**

All Inspection of Public Records Requests are processed pursuant to the Inspection of Public Records Act, §14.2.1 NMSA 1978. The Early Childhood Education & Care Department charges a copy fee for all requested documents. You will be notified in writing of the fee for your requested documents. Payment must be received prior to the disclosure of documents.

\_\_\_\_\_  
Print Name of Requestor

\_\_\_\_\_  
Signature of Requestor