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NEW MEXICO

Early Childhood
Education & Care Department

ELIZABETH GROGINSKY
CABINET SECRETARY

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

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 Educations & 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