

# VILLAGE OF LOVING PUBLIC RECORDS REQUEST FORM

## Record of request

Title of record being requested (if known)

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Date, time, and location of incident / record (if known)

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Type of record being requested (video recording, voice recording, police report, paper document, all records) (explain the incident if applicable)

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## Personal contact information

Name (first and last)

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Email address

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Telephone number

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Street address (include mailing address if different than home address)

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City / State / Zip code

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Company (if applicable)

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Date and time of request

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Please submit this request either in person, or by mail at 415 W Cedar St. Loving, NM 88256. Or electronically by email to "First and Last name" "Title for Village" "Email address" for Village public records requests or to:

**Village of Loving City Hall requests** [pr@lovingnm.gov](mailto:pr@lovingnm.gov) (Public Records Request Staff)

**Village of Loving Police Department requests** [lpdpr@lovingnm.gov](mailto:lpdpr@lovingnm.gov) (PD Records Request Staff)

Associated fees for records will be provided upon request of records before commencement of pull. Verbal requests may also be made by phone at **(575) 745-5011**