

**NEW MEXICO PUBLIC REGULATION COMMISSION**  
**INSPECTION OF PUBLIC RECORDS REQUEST FORM**

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

Please fill out the following information:

1. Requestor's Name: \_\_\_\_\_
2. Requestor's Address: \_\_\_\_\_  
\_\_\_\_\_
3. Requestor's Phone No.: (\_\_\_\_\_) \_\_\_\_\_
4. Requestor's Email: \_\_\_\_\_
5. Record(s) requested. (Please describe the records with reasonable particularity):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please indicate if you would like to inspect the requested records at the PRC offices ;  
or if you would like to receive hard copies  or electronic copies   
\*Please note that records existing in paper format will be provided in paper format only.

7. The cost for copying, downloading and transmitting public records:  
Fee for paper photocopies (made by staff):
- (1) 8 ½" x 11" = \$0.25 per page
  - (2) 8 ½" x 14" = \$0.30 per page
  - (3) 11" x 17" = \$0.35 per page
  - (4) Fee for certification of paper copies: \$2.00 (Public Utility Act, NMSA §62-13-2(D))
  - (5) Hourly charge for records custodian time incurred to download, transmit and mail or email public records: \$38.33/hr. = \$0.64/min. (Effective July 13, 2019)
  - (6) The cost(s) for other materials such as computer disks, storage devices, packaging and postage are listed separately, and can be found on our Fees/Cost Notice.

Please send IPRA request to:  
Custodian of Records  
New Mexico Public Regulation Commission  
1120 Paseo de Peralta / P.O. Box 1269  
Santa Fe, New Mexico 87504  
[prc.ipra@state.nm.us](mailto:prc.ipra@state.nm.us)