



## Village of Tijeras

### Request to Inspect Public Records

In accordance with the New Mexico Inspection of Public Records Act (IPRA) (Section 14-2-1 NMSA 1978), every person has the right to inspect public records maintained by the Village of Tijeras, with certain exceptions. A “public record” is defined to include any document, tape or other material, regardless of form, that is used, created, received, maintained or held by or on behalf of a public body, and is related to public business.

Date of Request: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email Address (optional): \_\_\_\_\_

Please identify the records sought with reasonable particularity:

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**Submit completed form in-person at Village Hall (12 Camino Municipal, Tijeras, NM 87059), by mail (P.O. Box 9, Tijeras, NM 87059), or via email to [clerk@tijerasnm.gov](mailto:clerk@tijerasnm.gov)**