



**ANIMAL SERVICE CENTER
OF THE MESILLA VALLEY**

3551 Bataan Memorial West
Las Cruces, NM 88012

Tele: 575-382-0018
Fax: 575.373.2819

REQUEST FOR PUBLIC RECORDS

In accordance with Section 14-2-1 NMSA 1978, as amended, I would like to inspect the following documents, Please List Records with reasonable particularity:

If your department does not maintain these public records, please let me know who does, and include the proper custodian name and address.

I promise to pay \$ 1.00 per page for copying charges. If the copying charges will exceed \$_____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before you make any copies.

Public records will be available for inspection from 8:00 am to 5:00 pm on normal business days, in the presence of the records custodian. Original records may not be removed from the ASCMV Offices. Applicant

_____ Date _____

Address _____

Telephone _____

For department use only

The request to inspect public records is:

Approved _____

Cost _____

Date filled: _____ No. of pages _____

Disapproved for the following reason(s):

(Records custodian)

(Date)