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| **How to Submit a Records Request** |  |

MAKING A REQUEST

Instructions

1. Go to [abqrecords.cabq.gov](file:///C%3A%5CUsers%5Ce35502%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C5KBNAP6V%5Cabqrecords.cabq.gov) to start your public records request.



1. Click on “Request a Public Record”
2. From the home page, click on “MAKE REQUEST”:
3. Enter the description of your request in the description box. NOTE: Click in the box or press the tab button once your description is complete.



1. Look out for a “Smart Alert” that might immediately direct you to the records you are seeking right away, or refer you to the agency that maintains the information you are looking for
2. Choose the department you want to request the records from. NOTE: If you do not know the department that maintains the records, you may leave it blank.



1. If there is not a Smart Alert, continue to enter your information (name, phone number, and address are required to make a public records request as mandated by the State of New Mexico’s IPRA Guidelines):
2. Click “MAKE REQUEST” button on the bottom of the page to submit your request:
3. You will see a message indicating your request has been submitted successfully to the email address provided:



1. You will also receive an email indicating your request has been submitted with the request ID: