How to Submit a Records Request

MAKING A REQUEST

1. Go to abqrecords.cabq.gov to start your public records request.

2. Click on “Request a Public Record”

ABQ Records

Find or request public records at the City of Albuquerque.

Requests to Inspect Public Records

Any person may submit their request to inspect public records to the Office of the City Clerk in person, by mail, or by clicking on the following link to request records using our ABQ Records portal.

 Request a Public Record
3. From the home page, click on “MAKE REQUEST”:

4. 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.
5. 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.

![REQUEST A PUBLIC RECORD]

I am requesting a copy of my birth certificate.

Birth Certificates are maintained on the Vital Records Department website for the State of New Mexico:

http://nmhealth.org/about/erd/bychs/vrp/

Choose a department (optional).

6. 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.
7. 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):

8. Click “MAKE REQUEST” button on the bottom of the page to submit your request:
9. You will see a message indicating your request has been submitted successfully to the email address provided:

![Image of NextRequest interface showing request created successfully]

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

--- Write ABOVE THIS LINE to post a reply ---

![NextRequest interface showing request #16-37]

**City of Albuquerque Public Records Requests**

Your record request #16-37 has been submitted. You can see it anytime at the link below.

[View Request #16-37.]

*Like NextRequest? Recommend us to another government!*