



# How to Submit a Records Request

Instructions

## MAKING A REQUEST

1. Go to [abqrecords.cabq.gov](http://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.

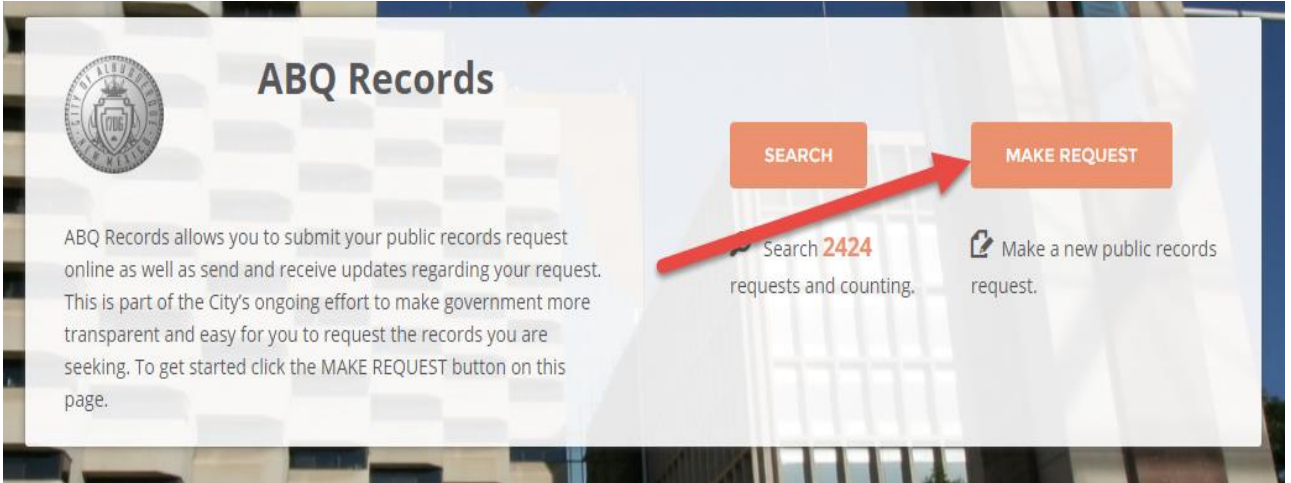
[Request a Public Record](#)



Notice of Right to Inspect

Download the City of Albuquerque's Notice of Right to Inspect Public Records.

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.

**REQUEST A PUBLIC RECORD**  
Documents, photos, emails, texts, videos, data and other records

⚠ Everything in this request box will be displayed publicly.

**B** *I* U ☰ ☷ 🔗 🚫

Enter a description - include the record's title and date or date range if known.

Choose a department (optional) ▼

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**  
Documents, photos, emails, texts, videos, data and other records

▲ Everything in this request box will be displayed publicly.

**B** *I* U ☰ ☷ 🔗 🚫

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/bvrhs/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.

▲ Everything in this request box will be displayed publicly.

**B** *I* U ☰ ☷ 🔗 🚫

Enter a description - include the record's title and date or date range if known.

Choose a department (optional). ▾

- None
- Albuquerque Fire Department
- Albuquerque Police Department
- Animal Welfare Department
- Aviation
- City Clerk
- City Council
- Cultural Services
- Department of Finance & Administrative Services
- Department of Technology and Innovation
- Phone

- 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):

**REQUESTER INFORMATION**

\* Email

No email address available

Name

Phone

Address

City

State

Zip

Company

- 8. Click “MAKE REQUEST” button on the bottom of the page to submit your request:

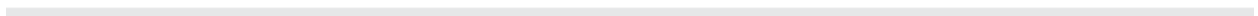
Company



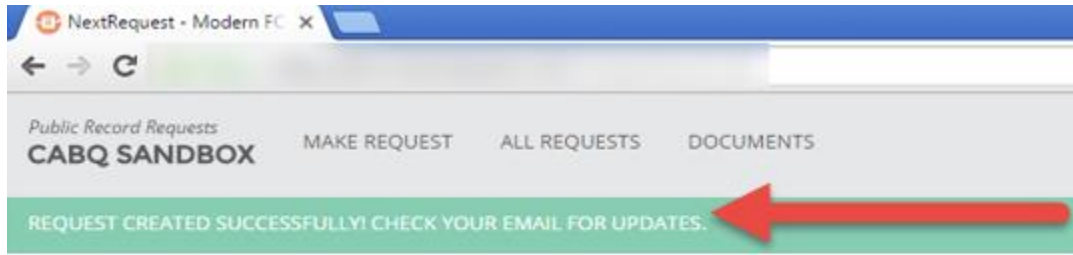
**MAKE REQUEST**

\* Indicates required field

Cancel



9. You will see a message indicating your request has been submitted successfully to the email address provided:



## < Request #16

I want a copy of the contract

Received July 7, 2016 via

Department None Assigned

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

