

# Town of Mesilla, New Mexico

P.O. Box 10, Mesilla, NM 88046

Phone (575) 524-3262 \* Fax (575) 541-6327

## REQUEST FOR PUBLIC INFORMATION

The Town of Mesilla maintains public records following federal, state and local laws. Every person has a right to inspect public records of this town according to the laws outlined by THE INSPECTION OF PUBLIC RECORDS ACT NMSA 1978. To request public information, please fill out the form below and allow 48 to 72 hours for processing.

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

Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

**Document(s) being requested** (please identify as specifically as possible, i.e. the name(s) of the parties involved, the property address (if appropriate), the type of document, the date the document was recorded, and/or the instrument number of the document.)

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I would like receive documents by:     Mail\*     E-Mail     Pick-Up

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*The Town of Mesilla Clerk's Office will provide copies of documents if the request is submitted in writing with sufficient information, a check or cashier's check with the correct fee for copies (\$0.25/page). If request is to be mailed please provide a self-addressed stamped envelope (size of envelope depends on the size of the document(s) requested) or a prepaid shipping packet from the U.S. Postal Service, Fed Ex, DHL, or UPS.

### FOR OFFICE USE ONLY

Request Approved    Town Clerk Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Mailed     E-Mailed    Date: \_\_\_\_\_

Picked-Up    Signature: \_\_\_\_\_    Date: \_\_\_\_\_