Subject: Fees for Offense Incident Reports and Accident Reports Policy		Policy Number: ADM: 38
Revision Number: 02	Effective Date: 11/17/2025	Original Issue Date: 08/17/2002

1) PURPOSE

a) The purpose of this policy is to ensure that a uniform fee is charged for Accident and Incident Reports, while remaining in compliance with the Inspection of Public Record Act.

2) POLICY

a) It is the policy of the Department of Public Safety to collect a standard fee for all incidents and/or accident reports that are released to the public.

3) APPLICABILITY

a) This policy applies to all record custodians of the Department of Public Safety Records Bureau.

4) REFERENCES

a) **NMSA 14-2-9**
   i) A Custodian:
      (1) May charge reasonable fees for copying the public records, unless a different fee is otherwise prescribed by law.
      (2) Shall not charge fees in excess of one dollar ($1.00) per page for documents eleven (11) inches by seventeen (17) inches in size or smaller.
      (3) May require advance payment of the fees before making copies of public record.
      (4) Shall not charge a fee for the cost of determining whether any public record is subject to disclosure and;
      (5) Shall provide a receipt, upon request.

5) DEFINITIONS

a) Custodian – An employee at the Department of Public Safety Records Bureau.

b) Fees – A charge for copying of public records.
c) DPS – The Department of Public Safety.

6) OPERATIONAL PROCEDURES

a) The Department of Public Safety will collect a standard fee for all incidents and/or accident reports that are released to the public.
The fee for accident and incident reports will be one dollar ($1.00) for the first page and twenty-five cents ($.25) for each additional page. Unless billing arrangements have been made, payment is required prior to the report being released.
Requests received with incorrect fees will be returned to the requestor with a form letter indicating what the problem is and will be logged into the request log database indicating what action was taken.

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25
DPS Cabinet Secretary