

## Records Request

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## Records Request

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CategoriesForms, Permits, and Applications List

ALL REQUESTS FOR REPORTS NEED TO BE IN WRITING

Please allow **10 working days** for processing request. There is a **\$6** charge for accident reports and \$0.10 (10 cents) for each page on offense reports. We can put photos on CD for an additional charge of \$1 plus the cost of labor.

**Payments must be cash or check only.**

Today's Date: \*

Case #:

First Name: \*

First Name of person requesting form

Last Name: \*

Last Name of person requesting form

Phone Number: \*

Daytime phone number of requestor for Police to contact when report is ready

Address: \*

Street or PO Box - Mailing Address of person making request

City and Zip Code: \*

City and Zip Code - mailing address of person making request

Officer Name:

Incident Date and Time: \*

To better assist us in locating your incident, please include exact date and approximate time the incident occurred.

Involved Parties:

Description of Request:

Location of Incident:

Please add location of incident to better assist us in locating your incident

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