





## **RECORDS REQUEST**

DATE OF REQUEST:		
TYPE OF REQUEST:		
☐ Arrest information — For self	□ Call summary / CAD request	☐ Juvenile incident report
☐ Arrest information — For another person	□ Crime / incident report	□ Premises history information
☐ Boating/watercraft accide report	nt   Domestic violence report	☐ Traffic collision report
Other (please describe in detail):		
PLEASE PROVIDE THE FOLLOWING INFORMATION, IF KNOWN:		
Incident date:		
Type of incident:		
Address/location:		
Subject's name and DOB:		
Report or booking number:		
Other information you wish to provide:		
OPTIONAL INFORMATION:  The following information is optional if you wish to provide it. It will be used to help us locate the requested record(s) and may be used to determine if you are eligible to receive the record(s).		
Reason for your request:		
Do you believe you are, or someone connected to you is, a victim in this matter? ☐ Yes ☐ No		
YOUR CONTACT INFORMATION:		
Name:		
Mailing address:		
Email address:		
Telephone number:		
PLEASE NOTE THAT CERTAIN RECORDS MAY REQUIRE PROOF OF IDENTIFICATION BEFORE THEIR RELEASE. WE WILL LET YOU KNOW IF THAT IS THE CASE.		
REQUEST RECEIVED BY/EMPLOYEE ID:		
	Employee Name	Employee ID #