

Fees:

Motor Vehicle Accidents reports -\$ 5.00 for up to six pages. \$.50 per page thereafter.

All other reports - \$1.00 per page.

Other types of records - Actual cost to copy.

Arrest reports will not be released to an individual.

Complex request will be charged for time spent searching and segregating non-public Material. Our current rate for such labor is \$ 22.93 per hour.

-
- I would like to review/inspect the record/s.
 - I would like to receive copies of the records. I understand that I will be responsible copy costs. I authorize costs up to \$ _____. I further understand that the Records Department will contact me if the estimated costs are greater than the amount I have specified, and that the Records Department will not respond to a request for copies if I have not authorized adequate costs.
 - Please provide a self-addressed, stamped envelope with your request.

If applicable, check one of the following and attach necessary documentation.

- I request records that I believe to be public that are classified otherwise.
(*Photo ID required*)
- I am the subject of the records.
- I am the person who submitted the records.
- I am requesting expedited response to benefit the public rather than a person.
(*attached information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication*).
- I am otherwise authorized access. (C.O.R.I. certified Law Enforcement Court approved).

Signature _____ **Date** _____

-----For Records Department use only-----

Date received: _____ Case#: _____

Date mailed: _____ Search time: _____

Segregation time: _____

Reviewed by: _____ Total cost: _____