

Request Received: Date: \_\_\_\_\_

By: \_\_\_\_\_ Fee Received: \_\_\_\_\_

## REQUEST FOR INCIDENT REPORT OR RECORDS CHECK

PLEASE CIRCLE ONE:      **INCIDENT REPORT**              **RECORDS CHECK (Sheriff's Office Arrests Only)**

YOUR NAME : \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ (if you want this report emailed)

### IF YOU ARE REQUESTING AN INCIDENT REPORT, PLEASE COMPLETE:

TYPE OF INCIDENT(S): \_\_\_\_\_

REPORT NUMBER(S) IF KNOWN: \_\_\_\_\_

NAMES OF OTHERS INVOLVED: \_\_\_\_\_

ADDRESS WHERE INCIDENT OCCURRED: \_\_\_\_\_

DATE(S): \_\_\_\_\_

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1. **RECORDS CHECKS ARE \$5.00 EACH \*\* CASH ONLY \*\* EXACT AMOUNT PLEASE \*\* REQUIRED AT TIME OF REQUEST.**
  2. **INCIDENT REPORTS ARE \$5.00 EACH \*\* CASH ONLY \*\* EXACT AMOUNT PLEASE \*\* REQUIRED AT TIME OF REQUEST.**
    - No charge for reports for victims of **THEFT – BURGLARY – VANDALISM.**
    - No charge for a printout showing only the **DATE/TIME/TYPE OF INCIDENT** (up to 3 printouts).
    - If you need multiple reports, we will research your request and call you with the associated cost prior to processing your request.
    - You will receive a receipt for your cash payment.
  3. We will need a copy of your current Driver's License or other Photo ID.
  4. **YOUR REPORT OR RECORDS CHECK WILL BE MAILED TO YOU WITHIN 3-5 BUSINESS DAYS.**