



RECORD REQUEST FORM

GLADSTONE POLICE DEPARTMENT

18505 PORTLAND AVENUE

GLADSTONE OR 97207

Records Phone: 503-557-2760

Records Fax: 503-650-8938

Requests for copies of police reports will only be accepted in writing.

No requests can be completed until the case has been adjudicated through the court (through the arraignment, trial, sentencing, and appeal phases). Criminal attorneys and insurance companies may be eligible to receive copies after arraignment.

Today's Date: _____ Time: _____ * **Case Number:** _____

Your Name: _____ Phone: _____

Address: _____ City: _____ State: _____

*** If Case Number is unknown, please provide as much additional information as possible.**

Incident Date: _____ Time: _____ Type of Incident: _____

Location of Incident: _____

Full Name of person(s) involved: _____ DOB: _____

Full Name of person(s) involved: _____ DOB: _____

All requests must be in writing and submitted with payment to the Gladstone Police Department. To ensure accuracy in releasing information, any request for copies of police reports, officer's notes, radar certification, photos or DVD/CD reproduction may require a minimum of 72 hours to fill the request due to officer/staff scheduling. The Gladstone Police Department will charge for research time even if there are no records responsive to the request or the records are located but are exempt from disclosure. All records and evidence will be reviewed before being released. Redactions and deletions will be made in accordance with Oregon Revised Statute 192.501 and 192.502. In addition, some records or information may be exempt from release due to the nature of the report, the status of the investigation or age of the victim.

Fee Schedule:

Police Reports	\$15.00 first two (2) pages, \$1.00 each additional page. No charge for victims.
Cd's (including photos/videos)	\$25.00
Local History Printout	\$5.00

Office use only

Date Completed/Requester Given copy: _____ Completed by: _____

Record Request Denied at this time because: _____

Denied by: _____ Date: _____