

COOS COUNTY SHERIFF'S OFFICE
PUBLIC REQUEST FOR RECORDS/REPORTS

Please complete this form, mark the requested records and include the established fee to request a public record.
 (All requests for records, including researching by names, activity by address and/or a specific case number(s), are subject to established fees.)

- \$ 0.00 Copy of Incident Cover Sheet (Unless Research Time applies)
- \$10.00 Copy of Report
- \$15.00 Photo CD
- \$50.00 Per Hour/Research time (*minimum 1hour charge*)
- \$50.00 Audio Tape of 9-1-1 Call(s) (*minimum 1hour charge, research & set up time*)

Section A – Requester Information:

Name of Requesting Individual and/or Firm

Phone	Cell Phone	Fax Number
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Mailing Address

City, State, Zip

Section B – Record Requested

Type of Report:	Case Number (<i>if known</i>)
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Victim(s) Name:	Phone	Date of Birth
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Suspect(s) Name:	Phone	Date of Birth
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Date/Time of Incident(s):

Location(s) of Incident:

If an attorney/private investigator, name of client you are representing:

Section C – Receiving Record(s) Certification

Please specify the delivery date, and preferred method of receiving the requested record(s):

- I need the information requested no later than _____
- Court date is _____
- Please notify me of an estimate, prior to copying \$ _____

- I prefer to receive the record(s):
- By postal mail at the mailing address above
 - By fax number at the fax number above
 - In person / Will pick up at Sheriff's Office

Section D – Disclaimer Indemnification

Requester understands and agrees that the Coos County Sheriff's Office does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of truth, validity, invalidity, accuracy and inaccuracy of any said data and information. Requester/Purchaser accepts responsibility for Requester/Purchaser's unauthorized use of transmission of any such data or information in its actual or altered form.

Signature of Requester _____ Date of Request _____

Note: Reports may contain exempt and non-exempt materials and are subject to redaction.

Sheriff's Office Case Number(s) _____