

# SUTHERLIN POLICE DEPARTMENT REQUEST FOR COPIES

**Requests can take up to two weeks to complete and are processed in the order they are received.**

Today's Date:	Requestor Name:
Requester Phone Number:	Requester Agency (if applicable):
Requester Cell Phone Number:	

Email Address (if you want contact by email):

Requester Address:  
City, State & Zip Code:

Requester Signature:

<b><u>Circle One:</u></b>	Auto Accident	Theft/Burglary	Other:
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Report Number:	Incident Location:
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Date of Incident:	Time of Incident:	Officer:
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Person(s) Involved:

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Amount Enclosed: _____	<b><u>Non-refundable minimum \$8.00 fee for report requests</u></b> includes records search, and up to six pages.
Additional Amount Due at Pickup: _____	<b><u>Non-refundable minimum \$15.00 fee for tape/CD requests</u></b>

## POLICE DEPARTMENT USE ONLY

**We cannot supply the report you requested for the following reason(s):**

	Cash or check for the correct amount was <b><u>not</u></b> enclosed.
	Additional money in the amount of \$ _____ is needed to complete your request.
	The incident is still under investigation and cannot be released at this time.
	We have no record involving this person/incident. Please check your information for accuracy.
	The incident is not in our jurisdiction and/or our department did not take the report. Please contact:
	This incident involved an arrest and/or investigation that will require the prosecutor to authorize/provide this information. You should contact:
	Douglas County District Attorney – Roseburg, OR (541) 440-4388
	City Attorney Office – Sutherlin, OR (541) 459-4636
	DC Juvenile Department – Roseburg, OR (541) 440-4409
	Other: