Kenneth D. Johnson
Chief of Police

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1300 N.E. Village St., Fairview, OR 97024

INTEGRITY · PROFESSIONALISM · PARTNERSHIP · INNOVATION · COMMUNICATION · EMPOWERMENT

PUBLIC RECORDS REQUEST

TODAY'S DATE: _____ **REQUESTOR'S PHONE #:** _____

NAME OF REQUESTOR: _____

ADDRESS OF REQUESTOR: _____

☐ **CHECK BOX IF YOU ARE LISTED AS A VICTIM IN THE POLICE REPORT**

DESCRIPTION OF RECORD (POLICE REPORT). INCLUDE *CASE NUMBER, IF POSSIBLE*

_____
_____
_____

REASON FOR REQUEST: _____
_____
_____
_____
_____
_____

Photo identification is required to verify the identify of those receiving police reports or records.

The Fairview Police Department may not be able to release some public records or reports due to requirements of state statue or federal laws. All requests will be reviewed to determine our department's authority to release them. This may cause some delay in the release of specific public records or information. City of Fairview fee schedule outlines costs for specific department records. The fee shall not exceed $25 unless you are provided an estimate of the cost and your permission to proceed is obtained. If the estimated cost is expected to exceed $25, payment must be received prior to processing the records request, unless an exception is granted by the Chief of Police or authorized designee.

SIGNATURE OF REQUESTOR: _____

Updated August 17, 2009