

Request for Police Records



☐ IFIPA Request ☐ Subpoena

*IFIPA or open record requests may take up to 10 business days and no longer than 20 calendar days. Reports will be fulfilled by mail or made available for pick up at the WH Police Dept. **REQUESTS MAY BE DELIVERED, WITH PAYMENT, TO THE POLICE DEPARTMENT VIA US POSTAL MAIL OR IN PERSON.***
REQUESTS WILL NOT BE PROCESSED VIA EMAIL WITHOUT PAYMENT ARRANGEMENTS.

Name: _____ Date of Request: _____

Agency/Company: _____

Phone: _____ Fax: _____ Email: _____

Type of Request

- | | |
|---|---|
| <input type="checkbox"/> Incident Reports \$5.00 | <input type="checkbox"/> Photos/4 per page \$5.00 |
| <input type="checkbox"/> Accident Report \$5.00 | <input type="checkbox"/> Video/Audio CD or DVD \$20.00 |
| <input type="checkbox"/> Call for Service Log \$5.00 | <input type="checkbox"/> Other Reports _____ |

Total Amount Due _____

(Printed reports include 5 single sided pages or less - each additional page \$.25 + labor charges)
(The cost of reproducing a record is listed in accordance with WH Police Dept. policy 10.01)

Date/Time of Event: _____ Case Number: _____

Type of Incident: _____ Location of Incident: _____

Names of Parties Involved: _____

Specific information needed or information that may help in filling request:

Released to: _____ Date: _____

Amount Received: _____ ☐ Cash ☐ Check ☐ CC

Authorizing Supervisor: _____ Date: _____

Internal Use Only

Completed By: _____ Date: _____