



OFFICE OF THE SHERIFF
 CURTIS L. LANDERS
 225 West Olive Street
 Newport, Oregon 97365
 Records (541) 265-4912
 Fax (541) 265-4917

RECORDS REQUEST FORM

To receive a copy of any report or record from the Lincoln County Sheriff's Office you must complete this form and pay the required fees. Fees are determined per ORS 192.440(4) and due at time of request. An initial \$15 search fee is required for any records requested without a specific case number. If the standard research and/or processing time is exceeded, additional fees will be applied.

REQUESTOR'S INFORMATION:

NAME (Print): _____ PHONE: _____

MAILING ADDRESS: _____

I am requesting the following records(s):

- Police Incident Report Dispatch Report Photos/In-Car Video Records Check Other

Date/Time of Incident: _____ Case #: _____

Location of Incident: _____ Type of Incident: _____

Name of Subject(s) Involved: _____

Relationship to Case/Subject(s): _____

Please describe the public record(s) you are requesting: _____

There are numerous exceptions to the public records laws that allow a public body to refuse to disclose public records (see ORS 192.501, 192.502). Public bodies are not required to explain or answer question about their public records. They are also not required to create public records where none exist.



FOR OFFICE USE:

Date received: _____ Fees paid: \$ _____ Date paid: _____

Response:

- Released Full Report Released Redacted Report Photos/Video Provided
 No Records Found Other Records Provided Request Denied/Not Releasable

Mailed/Faxed/Emailed or Pick Up Date _____ Processed By: _____