The Freedom of Information Act is an act in relation to access to public records. The Act allows us five (5) business days, excluding weekends and holidays, to comply with your request. You will be notified by mail as to whether your request was approved or denied. If denied, the reason for denial will be included in your letter. If approved, your letter will indicate when and where your copy will be made available. The first fifty (50) pages are free for black and white copies. There is a .10 cents fee for each additional copied page of information. The City may require payment of fees prior to making copies, depending on the amount of documents requested. Otherwise, fees are payable upon receipt of documents.

To assist a search pertaining to your request and help us determine your right to access, please complete the information requested below.

Your Name (please print)  Address

City/State/Zip  Telephone Number

Is this request for commercial purposes?  □ YES  □ NO

Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form, for sale, resale, or solicitation or advertisement for sales or services.

INFORMATION REQUESTED

POLICE REPORT NUMBER (if known):  ____________________________

Incident Type: ____________________________  Incident Date: ____________________________  
(Example: burglary, assault, theft)

Incident Location: _______________________________________________________________________________________

PERSONS INVOLVED IN INCIDENT: IF APPLICABLE, INCLUDE YOUR NAME

Name: __________________________________________  D.O.B.: _________________  Sex: M   F
Address: _______________________________________________________________________________________________

Name: __________________________________________  D.O.B.: _________________  Sex: M   F
Address: _______________________________________________________________________________________________

OTHER INFORMATION:

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

We may be able to provide your request in an electronic file via email, eliminating the time delay of using U.S. Mail. Do you want us to respond via email?

□ YES, my email address is: __________________________________________

________________________________________  __________________________________
Your Signature  Date of Request