



REQUEST FOR:

- COPY OF POLICE REPORT FEE: \$14.00 + 27¢ PER PAGE AFTER FIRST 10 PAGES
- NAME SEARCH FEE: \$6.80 PER NAME FLAT FEE REGARDLESS OF RESULTS
- ADDRESS SEARCH FEE: \$6.80 PER ADDRESS FLAT FEE REGARDLESS OF RESULTS

PREPAYMENT REQUIRED. ALLOW 1-5 BUSINESS DAYS FOR PROCESSING. YOU WILL BE NOTIFIED WHEN REQUEST IS READY FOR PICKUP OR IF DENIED. DENIED REQUESTS WILL BE FULLY REFUNDED.

NOTE: REQUEST IS CLOSED AND FEE FORFEITED, IF YOU DO NOT RESPOND WITHIN 60 DAYS TO REQUESTS FOR FURTHER INFORMATION, ADDITIONAL PAYMENT, OR TO PICK UP REQUESTED RECORD(S).

REQUESTOR NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

DAYTIME PHONE: _____

→ Unlawful use or dissemination of information pertaining to the record(s) provided by the Keizer Police Department is prohibited and can result in civil or criminal liability.

Please complete the following information so we can better serve you:

INCIDENT/CASE NUMBER: _____

LOCATION/ADDRESS : _____
Street address, Street Name(s), Intersection, etc. Be as specific as possible.

DATE RANGE : _____
Narrow the search date range as much as possible.

INVOLVED NAMES/AGE: _____
Provide full names if possible, birthdates or ages and any other specific identifying information.

INCIDENT TYPE: _____
Burglary, Theft, Disturbance, Traffic, Etc.

I am requesting information because:

SIGNATURE: _____ **DATE:** _____

All requests for Keizer police reports are subject to denial based upon exemptions in Public Record Law. Keizer Police Department is not authorized to release other agency records to include other Law Enforcement Agencies, Criminal History Records, Sex offender Registration Records and DMV records. Some personal identifying data may be redacted to comply with confidentiality restrictions.

Please be advised that most police records are public records, however there are exceptions, including:

- Ongoing investigations
- Incidents resulting in arrest which are pending court action
- Juvenile records

Related laws/references: ORS 419B.035; 192.311-192.478; OAR 257-020-0010

FOR KEIZER POLICE USE ONLY: IN ACCORDANCE WITH ORS 192.324(2), THIS IS TO ACKNOWLEDGE RECEIPT ON _____ OF YOUR REQUEST FOR THE RECORDS LISTED ABOVE.

PAYMENT: RECEIVED DATE: _____ AMOUNT: \$ _____ CASH CREDIT/DEBIT CHECK # _____
PAYMENT REQUESTED: _____

REQUEST: RECEIVED BY: _____ DATE ACKNOWLEDGED: _____ IN PERSON VIA EMAIL BY LETTER

REVIEWED BY: _____ REVIEWED DATE: _____

REQUEST APPROVED REQUEST DENIED REASON FOR DENIAL: _____

REQUESTOR WAS NOTIFIED ON: _____ BY: _____ BY PHONE IN PERSON VIA EMAIL BY LETTER

COMMENTS: _____