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 #______________

**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:** __________________________________________________________________________________________________________