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 4198.035; 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: _______________________________________________________