

Canby Police Department – PUBLIC RECORD REQUEST FORM

ALL PUBLIC RECORD REQUESTS MUST BE MADE IN WRITING

1175 NW 3rd Ave. Canby OR 97013 / PH 503-266-1104 FAX 503-266-9316 / Email: pdrecords@canbypolice.com

PLEASE PRINT

Requestor Name: _____
LAST NAME FIRST NAME MI

Address: _____ City/State/Zip _____

CONTACT Email address: _____

If an email address is not available, please provide a contact phone number: _____

Reason for Request: _____

Please Note: Under ORS 192.311 to 192.478, some public records or specific information contained in a released report, may be exempt from disclosure.

Are you making this request for the purpose of enforcement of federal immigration laws? _____

Please Note: HB 3464 prohibits agencies from disclosing certain information if it is for the purpose of enforcement of federal immigration law (unless disclosure is otherwise required by state or federal law.)

Is the matter related to litigation or a Tort claim against the City of Canby? _____

Public records may be exempt from disclosure if they pertain to litigation to which the public body is a party. ORS 192.345(1)

TYPE OF REQUEST

_____ POLICE REPORT - \$15 for up to 10 pages, then 25¢ per page _____ PHOTOS or VIDEO ON CD - \$20
_____ DMV TRAFFIC ACCIDENT REPORT - \$10 _____ TRAFFIC CITATION - \$5
_____ NAME CHECK - NO RECORD - \$5 (SELF ONLY) _____ OTHER REQUEST

Additional information regarding your request: _____

REQUESTED DELIVERY METHOD: _____ *Mail (Add \$1.50 P/H)*
_____ *Pickup at Records Counter During Regular Business Hours*
_____ *Email (Will be sent to email address provided above.)*
_____ *Fax to #* _____

DETAILS OF THE RECORDS REQUEST

(Please provide as much information as you can.)

POLICE REPORT REQUESTS

INVOLVED PERSON'S NAME: _____

POLICE REPORT # _____

INVOLVED PERSON'S DOB: _____

OR

DATE/TIME INCIDENT: _____

CITATION # _____

LOCATION: _____

ARE YOU NAMED IN THE REPORT? _____ Yes _____ No

TYPE OF INCIDENT: _____

Signature: _____ Date: _____

PUBLIC RECORD REQUEST PROCEDURES

All Canby Police Department public record requests must be made in writing.

Within five (5) working days, the Records Department will send you a written email response confirming receipt and the status of your request. If possible, the response will also include an estimate of the cost of the record(s), and the procedures for making a payment. If additional research is required before a cost estimate can be provided, you will be notified. (If you do not have an email address, you will be contacted by phone.)

Pre-payment is required before any public record(s) will be prepared for distribution.

If you do not remit the required fees within 60 days of the payment notice, your request will be closed.

If you are requesting a record which is exempt from public disclosure pursuant to ORS 192.345, you will be notified.

FOR DEPARTMENT USE ONLY

Confirmation response sent on _____ by: _____

Record(s) provided on _____ by: _____

WE ARE UNABLE TO COMPLY WITH THIS REQUEST BECAUSE:

- _____ The record is exempt per ORS 192.345.
- _____ We are unable to locate the record with the information provided.
- _____ The record was destroyed following State of Oregon retention guidelines.
- _____ The requested information was not prepared by the Canby Police Department. Refer to: _____
- _____ Non-payment (60 days following confirmation notification). CLOSED on: _____