



City of Seven Hills Police Department

Public Records Request

While it is not mandatory, filling out this form will assist records personnel in identifying records you are requesting in a more timely and precise manner.

| | |
|---|------------------|
| Name of Requestor <i>(please print clearly)</i> | |
| Street Address: | City, State, Zip |
| Phone Number: () | Today's Date: |

As specific as possible, please describe the records you seek. *Please print clearly*

Date of Incident: _____ Report Number (if known) _____

Location of Incident: _____

Name of person(s) involved: _____

The Seven Hills Police Department provides copies of public records according to the following schedule:

- Reports & Black & White Photos \$- .05 per page.
- Color Photographs \$1.00 per sheet.
- Digital Disc copies \$1.00 per disc

Mailing charges are assessed at actual cost.

Requested copies not listed above will be charged cost of material(s) used.

All requests require advance payment. Cost will be determined and requestor advised.

EXACT AMOUNT IS DUE FOR REQUESTED RECORDS. POLICE DEPARTMENT CANNOT PROVIDE CHANGE.

Please check the correct box below.

- I would like the records copied and I will pick the copies up when they are ready.
- I would like the records copied and mailed to me at the address listed above.
- I would like to inspect and review the records in the building when they are ready.
- I would like to wait for the records.

Below for Record Room Use Only

| | |
|--------------------------------|--------------------|
| <i>Person Supplying Copy:</i> | <i>File No.</i> |
| <i>Date request completed:</i> | <i>Receipt No.</i> |