



FOREST GROVE POLICE DEPARTMENT

PUBLIC RECORDS REQUEST

Attention Requestor: This form is requesting public records held by the Forest Grove Police Department. The City shall respond to public record requests within seven (7) working days of receipt. If request is denied, specific reason(s) will be given. To expedite your request, please complete all information in the fields provided. Oregon law provides that the City can require the requestor to cover the costs of summarizing, compiling and/or tailoring public records, as well as actual costs of time spent by City staff and/or City Attorney searching, locating, reviewing, redacting, copying, certifying and/or sending records to the requestor.

REQUESTOR FIRST & LAST NAME or ORGANIZATION *(please print legibly)* DATE OF REQUEST

MAILING ADDRESS

CITY STATE ZIP CODE

DAYTIME TELEPHONE EMAIL ADDRESS

SIGNATURE *(required)* HOW DO YOU WISH TO VIEW DOCUMENTS?
 RECEIVE COPIES BY E-MAIL in PDF Format (Fees apply)
 RECEIVE COPIES BY MAIL (Fees apply)

DESCRIPTION OF RECORD(S) *(please be specific):*

CASE NUMBER:			
DATE OF INCIDENT:		LOCATION OF INCIDENT:	
NAME OF INVOLVED PARTY:		DATE OF BIRTH:	
NAME OF INVOLVED PARTY:		DATE OF BIRTH:	

OTHER PERTINENT INFORMATION THAT COULD NARROW THE SEARCH:

LIST OF FEES <i>(Effective July 1, 2016):</i>		SEND REQUEST TO:
City Attorney Research	Per Attorney's Hourly Rate, plus costs	Forest Grove Police Department
Staff Research	\$59.00 per Hour, Billing 15-minute increment, plus costs	Attn: Records
Reports	\$16.50, plus \$0.20 per page over 10 pages	2102 Pacific Avenue, P. O. Box 326
Citation Copy	\$6.10 per citation	Forest Grove, OR 97116
Burn CD/DVD	\$23.40 (up to 30 photographs per disc)	Telephone: 503.992.3260
Burn Photographs	\$6.10 per sheet (\$0.60 per each additional photograph)	Fax: 503.359.3519
Burn Cassette/VHS Tape	\$34.30 per tape	Monday – Friday, 9am-4pm

FOR OFFICE USE ONLY			
Copies Provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employee Signature:	
Case No:		Date:	

FGPD-17
Original – Case File Copy – Admin. Commander