



# Ontario Police Department Records Division

444 SW 4<sup>th</sup> Street  
Ontario, OR 97914  
(PH): 541-881-3237  
(Fax): 541-889-3026

[policerecords@ontariooregon.org](mailto:policerecords@ontariooregon.org)

## REQUEST FOR POLICE RECORDS

(Fee Schedule on back side of document)

**REQUESTOR** Please identify yourself and tell us how to notify you regarding this request. PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

|                             |   |                               |
|-----------------------------|---|-------------------------------|
| Date and time of occurrence | <b>Type of report:</b><br><input type="checkbox"/> Incident <input type="checkbox"/> Crime<br><input type="checkbox"/> Traffic Collision <input type="checkbox"/> Other | Report/case number (if known) |
| Location of incident        | Name of driver, property owner, or involved person  |                               |

**What is your involvement in this case/incident?** (Please check one.)

- Victim
- Driver, Passenger, Pedestrian
- Property Owner
- Defendant
- Parent/guardian of involved juvenile
- Witness
- Insurance Representative
- Authorized Individual (Signed authorization is required.)
- Attorney (Signed authorization is required.)
- Other party of interest (Specify) \_\_\_\_\_

**DOCUMENTS REQUESTED** Identify and describe the documents you are requesting. Be specific.

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**ADMINISTRATION** For staff use only.

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_ Request referred to: \_\_\_\_\_  
 Requestor notified: \_\_\_\_\_ Request denied by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Documents released: \_\_\_\_\_ Reason for denial: \_\_\_\_\_  
 Fee calculated: \_\_\_\_\_

**IMPORTANT INFORMATION REGARDING YOUR REQUEST**  
**As Governed by ORS 192.410 through 192.505**

- Police reports that are still open, under investigation, have charges pending, or cases that have not been adjudicated in court are not subject to disclosure.
- Reports that are releasable will be provided to you in 3-5 business days. You will be contacted by the OPD Records Division when the report(s) is ready for pick up. You will need to retrieve the record(s) requested within three (3) days of being contacted or the document(s) will be destroyed and another request form will be required.
- **No phone requests will be accepted.**
- Every attempt will be made to provide the requested records in a timely manner. ORS 192.440 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- Confidential information has been blacked out in accordance with victim, witness, and juvenile privacy laws, or as provided by Exceptions to the Public Records Statute.
- ORS 192.440(4) authorizes the City to charge fees associated with public records requests. The City of Ontario charges the following for copies:

**\$10 per Report/Photos**

**Staff Time – Actual hourly wage**

- **Return via Fax, Mail, E-mail, or hand deliver to the Ontario Police Department.**