



DOUGLAS COUNTY SHERIFF'S OFFICE

Justice Building • Roseburg, Oregon 97470 • (541) 440-4463 ext. 3
FAX (541) 440-4470

JOHN HANLIN

SHERIFF

To receive a copy of any report or record from the Douglas County Sheriff's Office you must make a written request, or complete this form. You must also pay the required fees. (See fee schedule below)

REQUESTOR NAME _____ Phone _____

MAILING ADDRESS _____ DATE OF REQUEST _____

INCIDENT INFORMATION: (Please complete all fields known to you.)

NAME OF PERSON/S INVOLVED: _____ DOB/_____
_____ DOB/_____

Date/Time of Incident: _____ Case # _____

Type/Nature of Incident _____

Location of Incident: _____

I am requesting the following records: Police Report ___ Log Entry ___ Other- Explain

Face Sheet or Single Page Report:	\$ 5.00
All other documents up to 6 pages:	\$ 8.00
Each Page over 6 pages:	\$.25
Research Deposit Fee:	\$10.00

Staff will review and estimate the amount of time necessary to fulfill your request. Your request may take a minimum of three days to process. A research fee may be assessed dependent on the type of records requested. This research fee must be paid prior to staff beginning the research process. Additionally, an estimate of the actual costs will be made and that amount may be required to be pre-paid at the time the request is made. If the actual cost of providing the records is less than the estimate, a refund will be given. If the actual cost exceeds the estimate, the balance must be paid prior to the department releasing the requested records. You may be required to pay the costs of processing your public records request even if no records are found, or if the records are exempt from disclosure.

(FOR OFFICE USE ONLY)

Copy of report provided ___ Case No.'s ___ No Record Found ___ Fees Paid \$ _____

Receipt # _____ DATE MAILED _____

Clerk Initials: ___ Supervisor Initials _____ DA Authorizing Release _____