



# Grants Pass Department of Public Safety Request for Open Record



\* Information marked with an asterisk is required for processing.

\*Request Date: \_\_\_\_\_ Organization: \_\_\_\_\_

\*Requestor Name: \_\_\_\_\_ \*Phone #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

*(Email required if you would like to receive report electronically)*

**\*Type of incident requested:**

- Get a copy of a Criminal Report
- Get a copy of DMV Crash Report
- Get a Duplicate Cite
- Check a specific Address for Police Activity
- View a Criminal Report that has been adjudicated *(less redactions, no copies made)*
- Request not listed: (Please be specific) \_\_\_\_\_

\*Reason for Request: **(One request per form)** \_\_\_\_\_

\*Report # \_\_\_\_\_ \*Date of Incident: \_\_\_\_\_

\*Name and date of birth of person (s) involved: \_\_\_\_\_

\*Location of incident \_\_\_\_\_ \*Type of Incident: \_\_\_\_\_

License plate and/or VIN of vehicle(s) involved: \_\_\_\_\_

*Following data to be completed by staff:*

Receiving Clerk

Personnel Accepting Form: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor type:  Civilian  Insurance Co.  L/E Agency  Media  Other \_\_\_\_\_

Estimated number of printed pages \_\_\_\_\_ x 1.00= \_\_\_\_\_

Estimated time to complete request \_\_\_\_\_ hrs x 40.00= \_\_\_\_\_

Number of CD/DVDs created \_\_\_\_\_ x 10.00/20.00= \_\_\_\_\_

Other cost: \_\_\_\_\_ = \_\_\_\_\_

Fee Collected:  Yes  No

Total Estimated Cost
\$

*\*No Personal Checks Accepted\**

Processing Clerk

Request:  Approved  Denied  More information required \_\_\_\_\_

**Reason(s) for Denial:** *ORS = Oregon Revised Statutes with corresponding number*

- Confidentiality of Records (124.090 or 192.502/4)
- Nondisclosure request (192.445)
- Invasion of privacy (192.496 or 192.502/3)
- Investigatory Information (192.501/3)
- No record on file – File Purged or Sealed
- 1 request allowed per form
- Juvenile Record (419.255) Contact the Josephine County Juvenile Justice Dept. 541-474-5186

Records Staff Signature

ID #

Date

## HOW TO OBTAIN A COPY OF A PUBLIC RECORD FROM GRANTS PASS DEPARTMENT OF PUBLIC SAFETY

To obtain a report provide as much information as possible about the incident and the persons involved. The more specific information you provide, the more likely it is that we will be able to locate the record you are seeking. Request may take up to 7 working days to process.

\* On the form denotes a required field.

**Your information**– Your name, Organization, Phone # and email (if you wish the information e-mailed to you after payment) type of incident, reason for request is required in order to receive your requested record.

**Date of the incident** – provide the date and time the incident occurred, or when the report was filed, if it was at a later time

**Full name and date of birth** – provide the first, middle, and last names of the persons involved. Date of birth is also very important in narrowing the search.

**Location of incident** – provide the exact address of the incident. If there isn't an exact address, provide cross streets.

**Type of incident** – provide information on the type of incident that occurred. Examples of commonly requested reports include traffic crashes, thefts, harassment, etc.

**License plate and/or VIN** – provide as much information as possible about the vehicle(s) involved. The description “red Chevy 2 door” is not searchable, but “Oregon license plate ABC123 red Chevy Beretta” is very specific and will narrow the search.

**To order a report:** please fill out the request form on the other side of this page and mail to Grants Pass Department of Public Safety, 101 NW A Street, Grants Pass OR 97526. Requests may also be hand delivered to our office in the Justice Building at the corner of 5<sup>th</sup> and B streets.

**Payment is required prior to processing your request.** Requests that do not include payment will be returned. If, due to the length of the report, an additional fee is required, it must be paid prior to the release of the report. In the event that the record you are requesting is not available for release, your payment will be refunded. Your request may take up to 7 days to process. For more information, please call the Records Bureau at 541-450-6260.

The following fee schedule applies:

1. Copies of Narrative Police Reports - \$10.00 up to 20 pages @ .25 per additional page
2. Copies of Traffic Crash Reports / Exchange of Information Reports - \$10.00
3. Copies of Citations - \$10.00
4. Copies of CAD reports or CAD incidents - \$5.00
5. Address Activity listing - \$5.00 per address
6. Arrest Summary for person - \$5.00 per name

Additional fees may be charged on non-standard records requests:

7. Hourly rate to complete the request: \$40.00
8. Cost per page of report: \$1.00
9. Cost per data CD created: \$10.00

