



## REQUEST FOR PUBLIC RECORD

Date of Request: \_\_\_\_\_ Name: \_\_\_\_\_

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

Person Requesting Information: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

- It is okay to leave a message if there is no answer (Circle One) Yes/No

Subject of Request (Please be clear and concise and direct your request to only one subject matter)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **In Accordance with Ordinance #10-06-198 and the Public Records Act of 1983**

Copies of Police Reports, to include but not limited to, offense reports and accident reports, unless specifically listed elsewhere in this ordinance -

Search Fee - \$16.00 per hour (Minimum - 1 min to 60 min)

Minutes and Ordinances - \$1.00 per page plus applicable search fees

1<sup>st</sup> Page (Police Reports)- \$10.00

Subsequent Pages (Police Reports)- \$2.00

Fingerprinting Services - 1 or 2 cards - \$10.00

Additional Cards - \$4.00 each

Voter Registration Listing (complete listing) - \$200.00

Per Ward - \$50.00

Privilege License Listing (Business Listing) - \$50.00

Utility Deposit Listing - \$100.00

Court Dockets (Each page plus search fee) - \$2.00

**\*Please note: this office has up to seven (7) days to gather information requested\***

Amount Collected: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_