



# SCAPPOOSE POLICE DEPARTMENT

## PUBLIC RECORDS REQUEST FORM

Public record requests can take a minimum of 24 hours and may take up to 15 business days dependent upon whether or not a record review for release is required. Record requests received after 12:00pm will be processed the following day. Public records request fees are due before records will be released. If the requestor fails to pick up requested records within 7 days of being notified of records availability, the requestor forfeits any monies previously paid. If request is denied, refunds will generally be mailed within 10 business days.

***Requests for discovery should be submitted to the respective court.***

FEE FOR PUBLIC RECORD REQUESTS:  
\$ 30 Current Police Report  
\$60 Reports 3 years or older  
\$10 Photos  
\$40 Videos

CHOOSE ONE:

- I will pick up my report  
 Mail my report to me  
 Email my report to:  
\_\_\_\_\_  
 Fax my report to:  
\_\_\_\_\_

MAIL PUBLIC RECORD REQUESTS AND PAYMENTS TO:  
Scappoose Police Department  
33568 E. Columbia Avenue  
Scappoose, OR 97056  
503-543-3114

NAME OF PERSON OR COMPANY MAKING REQUEST:

PHONE:

ADDRESS WHERE YOU WANT RECORDS SENT:

DATE OF REQUEST:

EMAIL ADDRESS:

CASE NUMBER:

DATE OF INCIDENT:

TYPE OF INCIDENT:

INCIDENT LOCATION:

INVOLVED PERSONS:

- SELF  
 OTHER (PROVIDE NAMES AND RELATIONSHIP)

SIGNATURE OF REQUESTOR:

DATE:

COMMENTS:

*I agree not to use, share or disseminate any information pertaining to the record other than for lawful purposes. I understand that I am responsible for all processing fees once the record is requested, unless the record is deemed not releasable.*

### FOR SCAPPOOSE POLICE DEPARTMENT USE ONLY

DATE REQUEST RECEIVED:

RECEIVED BY:

DATE OF STATUS UPDATE:

NOTIFIED BY:

NOTES:

APPROVED

DENIED

REASON FOR DENIAL:

RECORDS REQUEST COMPLETED:

COMPLETED BY: