



# OVIEDO POLICE DEPARTMENT REQUEST FOR PUBLIC RECORDS

(OPTIONAL NOT REQUIRED. IT WILL ASSIST IN PROVIDING ACCURATE FULFILLMENT OF REQUESTS MADE)

**DATE SUBMITTED:** \_\_\_\_\_

**The following Public Records are requested:** (choose one of the highlighted areas):

\_\_\_\_\_ **Police Report** - Case number/Date of incident/Location/Person(s) involved:

\_\_\_\_\_

\_\_\_\_\_ **Other** (please briefly explain):

\_\_\_\_\_

**\*\*Traffic Crash Report ONLINE ONLY – [ecrash.lexisnexis.com](http://ecrash.lexisnexis.com)**

Please provide a contact name and number so that you can be contacted once the request has been completed, or if any questions should arise:

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Please note: Your request will incur service charge fees (see below), the estimated fee will be calculated and the request will be held for you to pick up or emailed to you once the fees have been paid. Copy charges must be paid before copies will be released. Large public records requests cannot be emailed.

**\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\***

One Sided 8 1/2 x 11 copy	\$ .15	_____	pages X <u>\$.15</u>	= \$ _____
One sided 8/12 x 14 copy	\$ .15	_____	pages X <u>\$.15</u>	= \$ _____
One sided 11 x 17 copy	\$ .25	_____	pages X <u>\$.25</u>	= \$ _____
Two sided copy	\$ .20	_____	pages X <u>\$.20</u>	= \$ _____
Certified copy	\$1.00	_____	pages X <u>\$1.00</u>	= \$ _____

(in addition of copy charge)

**Service Charge** – a fee based on the custodian’s or his/her designee’s rate of pay will be charged for extensive time, use of information technology, resources, or clerical labor. Extensive means more than 30 minutes to locate, review for confidential material, remove confidential material, copy and re-file the requested material. Charges will be calculated at the rate of pay for the records custodian and/or his/her designee. Estimated cost of extensive research and copying **must be paid in advance**. Any differences will be collected or refunded when the material is picked up. Fees to be assessed at the current hourly rate of pay, in 15 minute increments.