

NEWBERG DUNDEE POLICE PUBLIC RECORD REQUEST FORM

The Newberg-Dundee Police Department will respond to all public records requests within five business days from receipt or explain why more time is needed for a full response. Prepayment of \$15 is required prior to processing the request. If the time required to fulfill the request exceeds 10 business days, we will provide the requester with written notification. To expedite your request, please complete all information in the fields provided. If a request is denied, specific reason(s) will be given, and denial will be mailed within 10 business days. If said request is denied, requestor is entitled to file an appeal through the Yamhill County District Attorney's Office.

Under Oregon Public Records law, cases still under investigation or criminal arrests pending court hearings are not releasable. Requests for Discovery should be submitted to the respective court.

Requests for cases involving child abuse will be handled by the Department of Human Services (DHS) if the case is determined to fall under the child abuse category as defined by ORS 419B.005.

Type of Record Requested:

<input type="checkbox"/> Police Report	<input type="checkbox"/> Audio
<input type="checkbox"/> Photo Prints	<input type="checkbox"/> Video
<input type="checkbox"/> CD of Photos	<input type="checkbox"/> Other: _____

Today's Date	Time:	Email:
Requestor's Name		Phone #:
Address: (please ensure you provide your complete address in the even we need to issue a refund)		
City:	State:	Zip:

CASE INFORMATION

Date and Time of Incident	Case Number(s)
Type of Incident	Incident Location
Involved Persons <input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names)	
Relationship of Requestor to Person(s) Named in Report <input type="checkbox"/> Self <input type="checkbox"/> Other (Describe Relationship)	
Signature of Requestor	Date

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 RECORDS USE ONLY

Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt #:	<input type="checkbox"/> Referred to	Date Referred
<input type="checkbox"/> Approved (Date/Initial)	<input type="checkbox"/> Denied (Date/Initial)	Reason for Denial:	
Date Supervisor Notified	Time Notified	Notified By	