



Newberg-Dundee Police Department

P.O. Box 970, 401 E. Third Street, Newberg, OR 97132

Phone: (503) 537-1208

e-mail: NBG_NewbergRecordsRequests@newbergoregon.gov

PUBLIC RECORDS REQUEST FORM

The Newberg-Dundee Police Department will respond to all public records requests **within 5 business days from receipt** or explain why more time is needed for a full response. Additional time may be necessary when presented with an extensive or legally complex records request. Pre-payment of a minimum of \$15 is required prior to processing report requests.

Under Oregon Public Records Law, **CASES STILL UNDER INVESTIGATION OR A CRIMINAL ARREST PENDING A COURT HEARING are NOT RELEASEABLE**. Requests for **DISCOVERY** should be submitted to the respective court.

Local Criminal Records Checks can only be conducted for citizens who reside **WITHIN** Newberg-Dundee Police Department's law enforcement jurisdiction and for the requesting party. Citizens outside the city limits must contact Yamhill County Sheriff's Department.

Date of Request: _____

Requestor's Name: _____ **Phone No.** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Records Check: Date of Birth _____ **Oregon License No.** _____

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.

Signature of Requestor: _____ **Date:** _____

Information Request: Police Report (\$15) Certified Background (\$35 per person)

Other: (please specify) _____

Case Information:

Nature of Incident: _____ **Incident Location:** _____

Date/Time: _____ **Report/Case # :** _____

Involved Persons: _____

City of Newberg Use Only:

- | | | |
|--|-----------------|----------------|
| <input type="checkbox"/> Approved (date and initial) _____ | Receipt # _____ | Paid: \$ _____ |
| <input type="checkbox"/> Denied (date and initial) _____ | Reason: _____ | |
| <input type="checkbox"/> Pending (date and initial) _____ | Reason: _____ | |

Requestor notified of status of request: Date/Time/By: _____