



# ASTORIA POLICE DEPARTMENT

## Public Records Request

RECEIVED: \_\_\_\_\_

	DATE OF INCIDENT:	CASE OFFICER:
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Per ORS 192.324(2), Astoria Police Department is required to acknowledge receipt of the public records request within 5 business days. Record requests are processed in the order they are received and may take from **7 to 21 business days** to complete.

There may be fees associated with the processing of the public records request. APD will contact you with the amount of the fee due and options to remit your payment. Please note that requests requiring more than one hour of staff time will involve an hourly fee to complete the request. The total fee must be received prior to a record request being fulfilled.

<p><b>PUBLIC RECORDS REQUEST FEES:</b></p> <p>\$10.00     Contact Sheet, Arrest Record, or Log Note          \$50.00     Copy of Police Report          \$50.00/hr   Digital Media          \$50.00/hr   Hourly Rate</p>	<p><b>DELIVERY METHOD:</b></p> <p><input type="checkbox"/> Pick up in person  <input type="checkbox"/> Mail  <input type="checkbox"/> Email  <input type="checkbox"/> Fax</p>
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I request a copy of the public record

I want to review the public record

DATE OF REQUEST:	NAME OF PERSON OR COMPANY MAKING REQUEST:	
ADDRESS:	CITY, STATE, ZIP:	PHONE:
EMAIL ADDRESS:	FAX:	

REQUIRED DISCLOSURES	
YES	NO
<input type="checkbox"/>	<input type="checkbox"/> Is this request related to a lawsuit, litigation, or a civil judicial proceeding involving the City of Astoria?
<input type="checkbox"/>	<input type="checkbox"/> Are you self-representing in legal proceedings related to this incident?
<input type="checkbox"/>	<input type="checkbox"/> Is this request for the purpose of detecting or apprehending persons for the purpose of enforcing federal immigration laws?

INCIDENT REPORT NUMBER:	PERSON(S) INVOLVED:
INCIDENT REPORT NUMBER:	PERSON(S) INVOLVED:

COMMENTS/ADDITIONAL REQUEST DETAILS:

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**MAIL PUBLIC RECORDS REQUESTS TO:**  
 Astoria Police Department  
 555 30<sup>th</sup> St  
 Astoria, OR 97103

Records Division (503) 338-6433  
 Open Monday – Friday  
 9:00 am – 4:00 pm