



# SHERIFF

## Tillamook County Sheriff's Office

5995 Long Prairie RD, Tillamook, OR, 97141

www.tillamooksheriff.com

### REQUEST FOR COPIES OF RECORDS

#### PERSON / AGENCY REQUESTING INFORMATION

Contact Person:	Mailing Address:
City, State, Zip Code:	Phone Number (Must accept blocked calls):
E-Mail Address:	Alternate Phone Number (Must accept blocked calls):

#### TYPE OF RECORD(S) REQUESTING

CASE NUMBER(S) \_\_\_\_\_

MOTOR VEHICLE CRASH / TRAFFIC       THEFT / BURGLARY / CRIMINAL MISCHIEF  
 HARASSMENT / DISTURBANCE / DOMESTIC       RECORDS CHECK ON PERSON / LOCATION  
 OTHER \_\_\_\_\_

#### DATE – TIME – LOCATION OF INCIDENT

DATE(S) & TIME OF INCIDENT \_\_\_\_\_

LOCATION OF INCIDENT (BE SPECIFIC) \_\_\_\_\_

PERSON(S) INVOLVED: \_\_\_\_\_

#### PAYMENT INFORMATION

DATE OF REQUEST: \_\_\_\_\_ PAYMENT RECEIVED: \_\_\_\_\_

Will pick up       Please mail request       Please email request       Please fax request

#### FOR SHERIFF'S OFFICE USE ONLY

Request Returned / Unprocessed for The Following Reason(s):

No record involving this person / incident. Please make sure all information is correct.  
 Incident pending investigation, not available for release       Incident involves an arrest, not available for release  
 Not in our jurisdiction: \_\_\_\_\_  
 In our jurisdiction, but handled by: \_\_\_\_\_

Request processed as follows: Scanned by: \_\_\_\_\_ Date: \_\_\_\_\_

Request sent postal mail       Request emailed       Request Faxed       Request Picked Up

# TILLAMOOK COUNTY SHERIFF'S OFFICE

Joshua R. Brown, Sheriff

5995 Long Prairie Rd  
Tillamook, OR 97141  
www.tillamooksheriff.com

## REQUEST FOR COPIES OF RECORDS

It is the policy of the Tillamook County Sheriff's Office to comply with the Oregon Public Records laws and administrative rules in disclosing public records used or retained by the Tillamook County Sheriff's Office.

1. In order to expedite processing all, record requests must be in writing. (Please use the Request for Copies form)
2. There is a fee for records requested (see fee schedule below). Include payment for the correct amount for the documents requested.
3. Requests will be processed by authorized personnel of the Sheriff's Office, and each request will be reviewed prior to release. This process takes time therefore we will not release records at the time of request.
4. Be specific regarding the type of record(s) you are requesting. The more information you provide on the request form could reduce the processing time of the request.
5. If you are requesting a report and it is still under investigation, very limited (if any) information will be released.

### Schedule of Fees for Copies

Delivery of documents will be by US postal service standard delivery only.

If verification is needed prior to ordering documents, please contact the Records Division at 503-815-3329 between the hours of 9:00 - Noon and 1:00 - 4:00 pm.

#### **Our office charges the following document fees:**

Copy of standard (up to 20 pages) crime/accident or jail reports	\$25.00
C.D. copy of photos	\$10.00
Reports over 20 pages	.35 cents per page