



Gervais Police Department

Records Request Form

Notice: Reports up to 15 pages - \$10.00 each; additional pages - .20 per page (**pre-paid only**)
Photos / Video / CD /DVD- \$10.00 each
(If a request will cost \$25.00 or more you will be notified in writing before work will begin)

Date of Request: _____

Name: _____ DOB: _____

Address: _____ Phone No. _____

Driver's License/ID card (w/photo): _____

Case No. or CAD No. (if known) _____ Date/Time: _____

Name/DOB of involved person/s: _____

Location of Occurrence: _____

I AM REQUESTING THE FOLLOWING RECORD/S: _____

For Office Use Only

Request handled by: _____
(Records Custodian)

Date request received _____ / completed: _____ Date request mailed: _____

Date request denied & denial letter sent: _____

All or part of the report(s) is exempt from inspection, copying or disclosure under the Oregon Public Records Law for the following reason(s):

1. Currently under investigation (ORS 192.501(3))
2. An arrest has been made and / or is currently under appeal (ORS 192.501(3)); in this case you may direct your request to the Marion County District Attorney's Office at 503-588-5222
3. Protection of personal safety and privacy (ORS 192.445 / 192.502)
4. Protection of medical privacy (ORS 192.496)
5. Litigation (ORS 192.501(1))
6. Trade Secrets (ORS 192.501(2))
7. Involves Minor Child (ORS 419A.255)
8. Prohibited from releasing personal information that is obtained from motor vehicle records. (ORS 802.177)

Right to appeal: If your request for records has been denied, in-whole or in-part, you have the right to appeal this decision in writing to the Marion County District Attorney's Office, PO Box 14500, Salem Or 97309-50036