



# Gervais Police Department

## Public Records Request

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

Date of Request: \_\_\_\_\_  
Person/Business Requesting Record: \_\_\_\_\_ DOB: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Driver's License / ID Card Number (w/photo): \_\_\_\_\_  
Incident / Case #: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Location (address): \_\_\_\_\_  
Name(s) / DOB of involved person(s): \_\_\_\_\_

**I AM REQUESTING THE FOLLOWING RECORD(S):**

\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*\*Please be advised your request may take up to 10 business days to complete\*\*\*\*\***

**For Office Use Only**

Request handled by: \_\_\_\_\_ Date request received: \_\_\_\_\_  
Date request mailed/picked up: \_\_\_\_\_ Date request denied/denial letter sent: \_\_\_\_\_

**We cannot supply the records requested for the following reason(s):**

- Pre-payment required; please resubmit with check for \$ \_\_\_\_\_ payable to the City of Gervais
- We have no record involving this party/incident.
- Not in our jurisdiction and/or our department did not take a report. We suggest you contact: \_\_\_\_\_
- 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 192.345(3))
  2. An arrest has been made and /or is currently under appeal (ORS 192.345(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 192.368 / 192.355)
  4. Protection of medical privacy (ORS 192.398)
  5. Litigation (ORS 192.345)
  6. Trade Secrets (ORS 192.345)
  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**