



# LINN COUNTY SHERIFF'S OFFICE

Tim Mueller, Sheriff

1115 Jackson Street SE

Albany, Oregon 97322

[www.linnsheriff.org](http://www.linnsheriff.org)

## Request for Copies of Records

Date of Request: \_\_\_\_\_ Case Number(s): \_\_\_\_\_

Incident Type: Motor Vehicle Crash \_\_\_\_\_ Theft/Burglary: \_\_\_\_\_ Other: \_\_\_\_\_

Type of Record(s) Needed: \_\_\_\_\_

Date(s) / Time(s) of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Requesting Person / Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: (number must accept blocked calls) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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### FOR SHERIFF'S OFFICE USE ONLY

**We cannot supply the report you request for the following reason(s):**

\_\_\_ **We have no records involving this person / incident. Please make sure all information is correct.**

\_\_\_ **More Information is needed to check our records.**

\_\_\_ **Agency responded, however no report was required.**

\_\_\_ **Incident involves an arrest and/or is an open case pending further investigation.**

\_\_\_ **Not in our jurisdiction:** \_\_\_\_\_

\_\_\_ **In our jurisdiction, but handled by the following agency:** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Date Scanned: \_\_\_\_\_



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## Requests for Copies of Records

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

1. All record requests must be in writing. (Please use the Request for Copies form)
2. There is a fee for records requested (see schedule below).
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. A self addressed, stamped legal size envelope needs to be sent with the request form. A minimum charge will be required prior to processing the request. If the cost of the records requested is more than the minimum, we will notify you prior to processing the request.
6. 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

### Copies of Reports and Records:

Minimum of \$8.00 which covers the first four pages of the document and \$2.00 per page after four pages.

### Audio/Video:

\$45.00 per CD

### Photographs:

\$2.50 per photograph (standard size)

\$10.00 per CD copy of report photos

### Private Party Record Checks:

\$5.00 per person/place