



ORO VALLEY POLICE DEPARTMENT

Public Records Request for Incident Report and Authorization for Release of Information

The information provided on this form will assist the Oro Valley Police Department in providing the public records you are requesting. You must provide sufficient information to specifically identify records, such as case number, incident location and/or date of occurrence. Under Arizona law, some information that is not subject to release may be removed from records.

Visa Letters/Arrest Letters: Photo ID must be provided at the time of the request. If no photo ID is available, a birth certificate will be acceptable.

Reports are \$5.00 each. Reports over 15 pages are an additional \$.25 per page (NO PERSONAL CHECKS). Requests may be submitted by:

Email:	Mail / Person:	Fax:
records@ovpd.org	Oro Valley Police Department Attn: Records Unit 11000 North La Cañada Drive Oro Valley, AZ 85737	(520) 797-2616

COMPLETE THIS SECTION FOR A COPY OF CASE REPORT

Name of Requestor: _____ Date: _____

Address: _____ City, State and Zip: _____

Contact Number(s) During Business Hours: _____

Company Name (if applicable): _____

Case Number: _____ Date of Incident: _____

Location of Incident: _____

How are you involved in the case? (check one):

- Agent
 Reportee
 Driver
 Defendant
 Victim
 Suspect
 Other

If applicable, I certify that I am the Legal Guardian of the minor/victim in this case:

Victim's Name

Signature of Guardian

Is the information you are obtaining for commercial purposes: Yes No

COMPLETE THIS SECTION FOR VISA/ARREST LETTER REQUEST

Name/Former/Maiden/AKA'S: _____

Date of Birth: _____ *Social Security Number: _____

Driver License Number: _____ State: _____

* Provision of your Social Security Number is to ensure accuracy in checking your criminal history information. You may choose not to provide this information, however, that may hinder the ability to provide accurate information.

OFFICE USE ONLY:

OFFENSE CODE: _____	Sent to Supervisor for Release per Guidelines:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Release by Badge #: _____	Date: _____	Supv/Det Approval:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Information Released: _____	(rplwdir.x5, ADOT, Arrest Letter)	Redactions:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
			(put copy of redactions in case file)			