



**DOUGLAS COUNTY SHERIFF'S OFFICE**

Justice Building • Roseburg, Oregon 97470 • (541) 440-4463 ext. 3  
FAX (541) 440-4470

**JOHN HANLIN**

SHERIFF

**To receive a copy of any report or record from the Douglas County Sheriff's Office you must make a written request, or complete this form. You must also pay the required fees. (See fee schedule below)**

REQUESTOR NAME \_\_\_\_\_ Phone \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

INCIDENT INFORMATION: (Please complete all fields known to you.)

NAME OF PERSON/S INVOLVED: \_\_\_\_\_ DOB/\_\_\_\_\_  
\_\_\_\_\_ DOB/\_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_ Case # \_\_\_\_\_

Type/Nature of Incident \_\_\_\_\_

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

I am requesting the following records: Police Report \_\_\_ Log Entry \_\_\_ Other- Explain

Face Sheet or Single Page Report:	\$ 5.00
All other documents up to 6 pages:	\$ 8.00
Each Page over 6 pages:	\$ .25
Research Deposit Fee:	\$10.00

**Staff will review and estimate the amount of time necessary to fulfill your request. Your request may take a minimum of three days to process. A research fee may be assessed dependent on the type of records requested. This research fee must be paid prior to staff beginning the research process. Additionally, an estimate of the actual costs will be made and that amount may be required to be pre-paid at the time the request is made. If the actual cost of providing the records is less than the estimate, a refund will be given. If the actual cost exceeds the estimate, the balance must be paid prior to the department releasing the requested records. You may be required to pay the costs of processing your public records request even if no records are found, or if the records are exempt from disclosure.**

(FOR OFFICE USE ONLY)

Copy of report provided \_\_\_ Case No.'s \_\_\_ No Record Found \_\_\_ Fees Paid \$ \_\_\_\_\_

Receipt # \_\_\_\_\_ DATE MAILED \_\_\_\_\_

Clerk Initials: \_\_\_ Supervisor Initials \_\_\_\_\_ DA Authorizing Release \_\_\_\_\_