



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

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 CRIMINAL HISTORY
OTHER-EXPLAIN

Table with 2 columns: Description of service and Fee. Includes items like Face Sheet or Single Page Report (\$ 5.00), Reports up to 6 pages (\$ 8.00), Photos (\$ 15.00/per disk), Research (\$ 25.00/ per processing hour), Body Worn Camera Video, Full Screen Blur Redaction (\$ 15.00/each), Partial Blur Redaction (\$50.00/per processing hour), Detailed Blur Redaction (\$ 50.00/ per processing hour), and 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 record 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. Research fees are configured in 15 minute increments.

(FOR OFFICE USE ONLY)

Copy of report provided No Record Found Case No's Redacted DA Auth
Fees Paid \$ Date Mailed Clerk Initials Supervisor Initials