



CINCINNATI POLICE DEPARTMENT

RECORDS SECTION PUBLIC RECORDS REQUEST

RECORDS MEMO #

CINCINNATI POLICE RECORDS IS DEDICATED TO PROVIDING THE HIGHEST QUALITY OF CUSTOMER SERVICE AND PROFESSIONAL EXCELLENCE TO ALL OF OUR CLIENTELE BY MAINTAINING TIMELY, ACCURATE AND COMPLETE RECORDS. *YOUR REQUEST IS NOT REQUIRED TO BE IN WRITING, NOR IS IT REQUIRED THAT YOUR NAME OR THE INTENDED USE OF THE REQUESTED RECORDS BE DISCLOSED.** THE INFORMATION CONTAINED ON THIS FORM IS SOLELY INTENDED TO ENHANCE OUR ABILITY TO RESPOND TO YOUR REQUEST IN A TIMELY AND REASONABLE MANNER.

To be completed by employee if not completed by the requester based on the nature or form of the request**

Name of Requester*		Today's Date/Time of Request	
Street Address		City, State, ZIP	
Phone Numbers (please indicate type)		Email Address	

INFORMATION REQUESTED: *Please Be specific.* Be sure that information is complete with names, times, addresses and a brief statement of what occurred. Records must have a complete contact phone number and a complete mailing address, including ZIP code for mailing purposes.

Type of Document Requested _____ Date Incident Occurred _____

Location of Incident _____ Time _____

Names of Involved Parties _____
Including Officers and/or Vehicle Number

Court Date, Room and Time, if known _____

Description of Incident _____
For additional space, please use the reverse side of this form.

Please select a method for receiving your completed request:

- I will pick up documents at 801 Plum Street, Room 328, between 8 am and 5 pm weekdays. (Date requester notified: _____ by: _____ via: _____)
(Employee) (Phone #, mail, e-mail)
- Please mail my documents to the above street address.
(Date mailed _____ by: _____)

Cincinnati Police Records' scheduled fees for photocopies of public records are **5¢ per copied page plus cost of postage.** All requests require advance payment. Requests for records duplicated on other media will be assessed a charge for the medium used. Records Account holders will be invoiced.

This section is for CPD RECORDS SECTION ONLY: Public Record Subpoena CPD Internal

CAD MDT/MDC Radio Transmissions Photos QMR MVR 911 Tapes Arrest Offense CPI Contact Card Accident MUTTS

OTHER (Specify) _____

Refer to _____ By _____ Date _____

**Original request received by: _____ <small>Employee</small>	Date Returned _____
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