

YUMA POLICE DEPARTMENT INFORMATION REQUEST FORM

(Please include as much information as possible for research purposes)

YPD REPORT NUMBER:

LOCATION OF INCIDENT:

DATE & TIME OF INCIDENT:

NAME ASSOCIATED WITH INCIDENT (suspect, business, victim, etc.):

TYPE OF INCIDENT:

REQUESTOR INVOLVEMENT:

TYPE OF INFORMATION REQUESTED:

REQUESTOR NAME / AGENCY:

REQUESTOR PHONE:

REQUESTOR MAILING ADDRESS:

REASON FOR REQUEST (commercial or non-commercial):

Copies of police reports can be provided in three different formats. *If you are requesting a copy of a police report to be provided via e-mail, please indicate your 1st and 2nd format choice. ****Please note, due to size constraints, reports larger than 10 megabytes cannot be sent via e-mail. Your second format choice will be used and charged accordingly in these situations*****

Format Choice 2nd Choice (If email selected) (please PRINT legibly)

 E-MAIL (no charge) EMAIL ADDRESS:

 COMPACT DISK (\$5.00 per disk. Each disk = 700 megabytes)

 PAPER COPY (.25 per page)

Specific requests require approval by the investigating officer prior to release. If your request requires this approval and you have chosen to receive your copy on CD or Paper, you will be notified when your requested information is ready.

To reduce unnecessary printing, paper report copies will not be printed until the requestor reports to the Police Department for pick up. Please allow for printing time when receiving paper copies.

*******BELOW FOR YPD RECORDS USE ONLY*******

Requires release approval due to the following circumstances:

- Assigned to Investigator
- Fatality Accident
- Felony
- Suspect / INL reported
- Domestic Violence

Victim Copy:

- Yes
- No

If 'yes' above:

ID Accepted by (Employee Intls & #)

Identification Type

Request Accepted By: Date:

(Employee Signature & Employee ID #)

Requested Information Received By: Date:

(Requestor Signature & Company Name if applicable)