



# TILLAMOOK COUNTY SHERIFF'S OFFICE

CONSERVATORS OF THE PEACE

Sheriff Joshua Brown

## REQUEST FOR COPIES OF RECORDS

PERSON / AGENCY REQUESTING INFORMATION	
Contact Person: _____	Mailing Address: _____
City, State, Zip Code: _____	Phone Number (Must accept blocked calls): _____
E-Mail Address: _____	Alternate Phone Number (Must accept blocked calls): _____
TYPE OF RECORD(S) REQUESTING	
CASE NUMBER(S) _____	
<input type="checkbox"/> MOTOR VEHICLE CRASH / TRAFFIC	<input type="checkbox"/> THEFT / BURGLARY / CRIMINAL MISCHIEF
<input type="checkbox"/> HARASSMENT / DISTURBANCE / DOMESTIC	<input type="checkbox"/> RECORDS CHECK ON PERSON / LOCATION
<input type="checkbox"/> OTHER _____	
DATE – TIME – LOCATION OF INCIDENT	
DATE(S) & TIME OF INCIDENT _____	
LOCATION OF INCIDENT (BE SPECIFIC) _____	
PERSON(S) INVOLVED: _____	
PAYMENT INFORMATION	
DATE OF REQUEST: _____ PAYMENT RECEIVED: _____	
<input type="checkbox"/> Will pick up	<input type="checkbox"/> Please mail request
<input type="checkbox"/> Please email request	<input type="checkbox"/> Please fax request
FOR SHERIFF'S OFFICE USE ONLY	
Request Returned / Unprocessed for The Following Reason(s):	
<input type="checkbox"/> No record involving this person / incident. Please make sure all information is correct.	
<input type="checkbox"/> Incident pending investigation, not available for release	<input type="checkbox"/> Incident involves an arrest, not available for release.
<input type="checkbox"/> Not in our jurisdiction: _____	
<input type="checkbox"/> In our jurisdiction, but handled by: _____	
Request processed as follows: Scanned by: _____ Date: _____	
<input type="checkbox"/> Request sent postal mail	<input type="checkbox"/> Request emailed
<input type="checkbox"/> Request Faxed	<input type="checkbox"/> Request Picked Up



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It is the policy of the Tillamook County Sheriff's Office to comply with the Oregon Public Records laws and administrative rules in disclosing public records used or retained by the Tillamook County Sheriff's Office.

1. In order to expedite processing all, record requests must be in writing. (Please use the Request for Copies form)
2. There is a fee for records requested (see fee schedule below). Include payment for the correct amount for the documents requested.
3. Requests will be processed by authorized personnel of the Sheriff's Office, and each request will be reviewed prior to release. This process takes time therefore we will not release records at the time of request.
4. Be specific regarding the type of record(s) you are requesting. The more information you provide on the request form could reduce the processing time of the request.
5. If you are requesting a report and it is still under investigation, very limited (if any) information will be released.

### Schedule of Fees for Copies

Delivery of documents will be by US postal service standard delivery; email is available if report only. If verification is needed prior to ordering documents, please contact the Records Division at 503-815-3330 between the hours of 8:00 - Noon and 12:30 - 5:00 pm.

### **Our office charges the following document fees:**

Copy of standard (up to 20 pages) crime/accident or jail reports	\$30.00
Reports over 20 pages	.35 cents per page
C.D. copy of photos only	\$10.00
Private party records check (name or address)	\$15.00
Incident/report/policy/procedures etc. requiring research.	\$15.00/per 15 minutes
Redaction service (video, reports, etc.)	\$75.00 plus cost of service.