



TILLAMOOK COUNTY SHERIFF'S OFFICE

CONSERVATORS OF THE PEACE

Sheriff Joshua Brown

REQUEST FOR COPIES OF RECORDS/JAIL

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):
INFORMATION FOR REQUEST	
Current/Former Adult in Custody _____	
Current/Former Adult in Custody Date of Birth: _____	
Information Requested: _____	

REQUEST TYPE	
<input type="checkbox"/> All INCARCERATION DATES (For 2013 to Present)	
<input type="checkbox"/> BOOKING INFORMATION (For 2013 to Present)	
<input type="checkbox"/> CD	
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 CORRECTIONS USE ONLY	
Request Returned / Unprocessed for The Following Reason(s):	
<input type="checkbox"/> No record involving this AIC. Please make sure all information is correct.	
<input type="checkbox"/> Incident pending investigation, not available for release	
<input type="checkbox"/> Other reason for denial _____	
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 Tillamook County Corrections to comply with the Oregon Public Records laws and administrative rules in disclosing public records used or retained by Tillamook County Corrections.

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, 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 available if record only. If verification is needed prior to ordering documents, please contact the Corrections Sgt on duty at 503-815-3308 between the hours of 8:00 – 5:00 pm.

Our office charges the following document fees:

Copy of standard (up to 20 pages) Incarceration/Booking records	\$30.00
Reports over 20 pages	\$0.35 cents per page
CD	\$10.00
Incarceration/Booking/policy/procedures etc. requiring research.	\$15.00/15 minutes.