



Reynoldsburg Division of Police
 7240 East Main Street
 Reynoldsburg, Ohio 43068

Telephone (614) 866-6622
 Fax (614) 322-6997

PUBLIC RECORDS REQUEST

While not mandatory, if you fill out this form, it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor:		Today's Date:	
Your Address:		Phone Number: () Alt. Phone #:	
Report Number:	Accident Report #: (If applicable)		
<p>With as much specificity as possible, please describe what type of records you are requesting. <i>(Include, if possible, where it happened, time it happened, what happened, person(s) involved, anything else that would help us locate your record(s))</i> PLEASE PRINT.</p>			
<p><u>Our Public Records charges are as follows:</u> For the first one (1) to twenty-fifth (25th) paper copy, there is no charge. For requests of twenty-six (26) or more copies, there shall be a charge of five cents (\$.05) per copy prorated back to the first copy and color copies are \$.25. If your request is to be mailed, you must provide a self-addressed stamped envelope. Certified Copies are \$1.00 per sheet of paper. VHS tape-\$1.40; Microcassette-\$.70; Large Audio Cassette- \$.60; 3.5" Diskette- \$.25; CD-\$.40.</p>			
Name of Employee Handling Request:		Date Request Completed:	

RPD 0195

Reynoldsburg Division of Police Mission Statement

The Police and Community in a cooperative effort will work to promote a safer Reynoldsburg through education, prevention and enforcement.