

PUBLIC RECORDS REQUEST

AVONDALE POLICE DEPARTMENT RECORDS BUREAU
11485 WEST CIVIC CENTER DRIVE
AVONDALE, ARIZONA 85323
623-333-7002



Instructions/Information:

(Information in the 911 transcript(s), police report(s) or call for service/event history that is sensitive in nature that may harm the victim or 3rd party will not be released without a signed notarized waiver granting permission from victim(s) or a representative of the victim in such case that the victim(s) is incapacitated and unable to grant permission.)

- 1) All requests must be pre-paid in cash, credit card or money order at the time of the request. Bills larger than \$20.00 are not accepted.
- 2) Complete this form providing as much information as possible. Failure to do so may delay processing.
- 3) Reports that meet release criteria may be processed as a "Rush" for an additional fee and will be processed within 3 business days.
- 4) Victims or their designated representative as defined in A.R.S. § 39-127 are entitled to one free copy of a criminal report and are required to provide appropriate photographic identification prior to processing.

➔ **WHAT ARE YOU REQUESTING?** (Please CHECK appropriate box)

<input type="checkbox"/>	<u>COPY OF A POLICE REPORT</u>	*FEE \$5 *RUSH FEE \$20
Report Number/s _____ Date of Incident _____		
Type of incident: <input type="checkbox"/> Burglary/Theft <input type="checkbox"/> Traffic Accident <input type="checkbox"/> Assault <input type="checkbox"/> DUI <input type="checkbox"/> Homicide <input type="checkbox"/> Other _____		
Location/Additional Information _____		
How would you like the report? <input type="checkbox"/> Hard Copy <input type="checkbox"/> CD <input type="checkbox"/> Emailed _____		
If you selected Hard Copy or CD above do you want to <input type="checkbox"/> Pick it up when ready or <input type="checkbox"/> Mailed to address listed below		
* If the report you are requesting is more than 20 pages, the additional cost is .20 per page due at the time you pick up your report.		
Archived Reports (prior to 2008) are \$20.00 per report, and if more than 20 pages, .80 per page. If you would like to avoid any additional fees please select CD above or choose to have your report emailed to you. Requests are handled within 10 business days.		

<input type="checkbox"/>	<u>911 / Audio Transcript</u>	Report Number/s _____	*FEE \$10
*The \$10 fee covers up to 5 minutes of audio. Additional minutes are \$2.00 per minute. All requests must be prepaid before they are transcribed, redacted and released. Transcripts require a minimum of 20 business days.			

<input type="checkbox"/>	<u>CALL FOR SERVICE/EVENT HISTORY</u>	*FEE \$5
A list of calls for service originating from a specific address during a specific time frame		
Address _____ Dates: From _____ to _____		
* To receive a specific report(s), additional fees apply (see "Copy of a Police Report" above)		

<u>REQUESTOR INFORMATION</u>
Name _____
Address _____
City/State/Zip _____
Phone _____
I hereby certify that the requested record/s will not be used for commercial purposes. If an Accident Report, I further certify that I am an involved party, vehicle owner, insurance company, attorney or private investigator representing an involved party for the requested report. By signing below I agree I have read and understand all the information above. I further agree to hold the City of Avondale, its agents, and employees harmless from any claim, cause of action, or other liability that may arise as a result of furnishing these documents to me or as a result of my use or misuse of these documents.
➔ Signature _____ Date _____

<u>FOR RECORDS USE ONLY:</u>
Received By _____ Date _____
Fees Collected \$ _____ Owes \$ _____
Appropriate Photo ID _____
Processed By _____ Date _____
<input type="checkbox"/> Checked for ACP (Address Conf. Program)
<input type="checkbox"/> Checked for RHP (Red Highlighted Report)
Release Approved By _____
Date/Time Called _____
