



Public Records Request Form

Wapakoneta Police Department



Phone: (419) 738-2222

Records Office
701 Parlette Court
Wapakoneta, Ohio 45895

Office Hours: Mon/Fri 8 a.m. – 4 p.m.
Closed Sat/Sun and Holidays

REQUESTOR INFORMATION

The Wapakoneta Police Department is obligated to provide the public with any records not exempted from disclosure by law. You are not required to complete a written request for a public record (ORC 149.43(B) (5)), but completing this written request enhances our ability to identify, locate and deliver the requested public record(s). The Records Office will complete your request upon the availability of the record(s). If contact information is provided, you will be notified if there are questions regarding your request and/or upon the completion of your request. All records are subject to redaction.

Name: _____ Phone number: _____

Address: _____ Email address: _____

Electronic Copies Paper Copies (see applicable fees below; self-addressed envelope required for mail requests)

Type of Records Request: Accident Report Incident Report Non-Criminal Report Other _____
 Phone Call (Audio) Body Cam/In Car Video Photos

Report #:	Date and Time of Incident:
Person Involved:	Location of Incident:

Please use the space below to type and/or legibly print a clear description and detailed information of the particular record(s) you are requesting. Be sure to include a timeframe during which the record was completed (for example: June of 2020 or year of 2014). If the request is unclear or too broad, we may be unable to fulfill your request.

PUBLIC RECORD FEES

Photo Copies: First 10 pages are free. **\$.05 each page after 10 pages** CD: **\$1.00 each** Thumb Drive: **Must Provide**

Do not include payment with this form. You will be notified when the request has been completed and advised of the cost at that time.

OFFICE USE ONLY

REASON

- Received On _____
- Completed On _____
- Notified On _____
- Denied On _____

- Open Case/Under Investigation
- Juvenile
- Sensitive Matter for Safety/Victim Privacy Reasons
- Needs Requested by Discovery in Court System
- Other _____

Completed by: _____
