

Roy City Police Department – Request for Report Copy



Name: _____ Telephone Number: _____

Address: _____

Agency (if applicable): _____

Describe the requested report (within reasonable specificity):

_____ I would like to inspect the report.

_____ I would like to receive a copy of the report.

_____ I understand I may be responsible for costs associated with receiving report copies.

What is your relationship to this case? (I.e. victim, defendant, etc. ?) _____

For what purpose do you need this report?

Signature: _____ Date: _____

Office Use Only

_____ A copy of the requested report is approved. The coinciding fee is: _____

_____ A copy of the requested report is denied.

_____ Additional time is required to produce the requested report. Date to be available: _____

Approving signature: _____ Date: _____

Checklist for items released

Case or incident number: _____

_____ Original case report

_____ Diagram(s)

_____ Supplementary reports

_____ Other (describe)
