



# WOODBURN POLICE DEPARTMENT

1060 Mt. Hood Avenue, Woodburn, Oregon 97071  
Phone: (503) 982-2345 FAX: (503) 982-2370

## RECORDS REQUEST FORM

WOODBURN POLICE DEPT INCIDENT/CASE # \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INVOLVED PERSONS: \_\_\_\_\_

NAME OF PERSON/BUSINESS  
REQUESTING RECORD: \_\_\_\_\_

STREET ADDRESS OF REQUESTOR: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

AMOUNT ENCLOSED: \$ \_\_\_\_\_ (See the back of this form for fee schedule)

STAMPED, SELF-ADDRESSED ENVELOPE ENCLOSED:  YES  NO\* *\*(Include mailing fee if no envelope)*

**\*\*\*Please be advised your request will take approximately 10 business days to complete\*\*\***

### FOR WOODBURN POLICE DEPARTMENT USE ONLY

We cannot supply the records you requested for the following reason:

\_\_\_\_\_ Payment not enclosed.

\_\_\_\_\_ We have no record involving this party/incident. Please check your information for accuracy.

\_\_\_\_\_ Not in our jurisdiction and/or department did not take a report. We suggest you contact:

\_\_\_\_\_ This case is still under investigation and cannot be released at this time. We can verify that the report was forwarded to the Marion County District Attorney's Office for prosecution.

\_\_\_\_\_ Upon review with the Marion County District Attorney's office we are not able to release this report at this time.

\_\_\_\_\_ In accordance with ORS 419B.035, we are unable to provide copies of records of sex abuse or child abuse when the victim is a juvenile.

\_\_\_\_\_ Other: \_\_\_\_\_

#### For Agency Use Only:

Date: \_\_\_\_\_ Clerk: \_\_\_\_\_ Cash: \_\_\_\_\_ Mail: \_\_\_\_\_ Check/MO: \_\_\_\_\_ Counter: \_\_\_\_\_

## SCHEDULE OF FEES FOR COPIES & MAILING CHARGES

Copies of Police Reports	First 15 pages .....\$23.00 Each additional page .....\$1.00
Records Computer Scans	Per scan (per each calendar year).....\$19.00
Retrieval of Archived Records Copies of Reports	Cost per hour (minimum \$12.25).....\$49.00 First 15 pages.....\$23.00 Each additional page.....\$1.00
Photos	Processing Photo Prints.....\$14.00 (Plus \$0.25 a print) CD Copy of Digital Photos (per disk).....\$14.00
Mailing/Postage	*Actual cost of mailing Minimum Charge.....\$1.00

\*If a self-addressed stamped envelope is enclosed with the request, no mailing fee will be charged unless the actual cost of mailing is more.

**These fees have been established by the Woodburn City Council.**

**We do not provide a billing service. Requests received without proper fees will be returned.  
We will accept cash, checks, money orders or credit cards.**

Thank you for your cooperation and assistance. This copy request procedure is designed to eliminate unnecessary delays in returning the requested copies to you and to alleviate the necessity for increasing fees. If you have any questions or if we may be of further service, please contact us at the above address or by phone at (503) 982-2345.

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Procedures for requesting copies of Woodburn Police Department records:

1. Make requests on this form. Please make copies of this form as you need them. This side of the form need not be copied, but we recommend that you keep this copy to be used as a fee schedule and as a master copy.
2. Enclose a self-addressed, stamped envelope. This will enable us to return your requests promptly.
3. Enclose payment. If you are unsure as to the length of the report please call our Records Division at (503) 982-2345. If you have a case number a Records Clerk will be able to advise you of the appropriate fees for that report.
4. Requests can be made in person, by phone or by mail. You will be notified promptly if we do not have a report or if additional fees are required. This can only be done if you have enclosed a self-addressed, stamped envelope.
5. Requests for copies of records by telephone will be honored with a valid credit card for payment. You may also drop off your request in person. If you come to our office to complete this form and make payment be advised that you may still have to wait 10 business days for your request to be processed. **Requesting records in person does not guarantee that you will receive those records the same business day.**