WOODBURN POLICE DEPARTMENT

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

RECORDS REQUEST FORM

Woodburn Police Department Case / Incident / Citation #:	
Reason for Request:	
Date of Occurrence: To: **Around Time:** To:	
Type of Call:	
Address of Location:	
Involved Persons:	

Requesting Party:	**Phone #:**
Mailing Address:	**Contact Person:**
	E-Mail:

REQUESTED DELIVERY METHOD: O MAIL   O E-MAIL   O PICK UP AT FRONT COUNTER

SCHEDULE OF FEES FOR COPIES
CITY OF WOODBURN ORDINANCE NO. 2433

Media Type	Details	Cost
Copy of police case/incident reports	Initial report (15 pages or less):	$23.00
	Each additional page:	$1.00
Records computer scans	Activity log for a location or person. Cost per scan (2003 forward):	$19.00
Photos	CD of photos:	$14.00
	Processing photo prints:	$0.25/print
Digital media	Actual processing time. Minimum ¼ hour:	$12.50
Mailing/postage	*Actual cost of mailing. Minimum charge:	$1.00

*If a self-addressed stamped envelope is enclosed, no mailing fee will be charged unless the total cost of mailing exceeds the stamped postage.

Certified Copies of records are only available by mail or department pick-up.

RECORDS REQUEST PROCEDURE

A.   Public records requests may be made in writing by mail, email, or fax at the addresses listed below:

Mail	Fax	E-Mail
Woodburn Police Department Attn: Records 1060 Mt. Hood Ave. Woodburn, OR 97071	503-982-2370	police@ci.woodburn.or.us

Within five (5) working days, we will send you a written response. The response will include an estimated processing fee and time to process the request.

B.   You may be contacted if clarification is needed. The request will be suspended until you provide the clarifying information and will be closed after 60 days.

C.   If you are requesting records that are exempt from public disclosure, you will be notified in writing.

D.   If you do not remit the fees within 60 days of the date of the response, the request will be closed.

E.   You may purchase a copy of a **motor vehicle crash** online: https://www.crashdocs.org/