



WOODBURN POLICE DEPARTMENT

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

RECORDS REQUEST FORM

Type of Record		
Reports	Photos	Scan (Address / Person)
Other (describe):		

Record Information
Case # / Incident # / Citation #:
Address of Incident:
Type of Incident:
Date and Time of Incident:
Involved Persons:
Reason for Request:
Other Details or Instructions:

Requested Delivery Method			
Mail	Email	Fax	Pick up at Front Counter

Contact Information
Requesting Party:
Phone #:
Mailing Address:
Date of Request:
Email:
Fax #:
Contact Person:
Other Contact Information:

SCHEDULE OF FEES FOR COPIES (CITY ORDINANCE NO. 2433)

Police Reports	
Initial report (15 pages or less)	\$23.00
Each additional page	\$1.00
Photos	
CD of photos	\$14.00
Individual photo prints	\$0.25/print
Scans	
Scan of address or person (For records 2003-present)	\$19.00
Digital Media	
Actual processing time (Minimum ¼ hour)	\$12.50
Mailing & Postage	
Actual cost of mailing. Min. charge*	\$1.00

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

*If a self-addressed stamped envelope is enclosed, only the difference in unpaid postage will be charged.

RECORDS REQUEST PROCEDURE

- Public records must be requested in writing by mail, email, or fax:

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

- Within five (5) business days, Woodburn Police will acknowledge receipt of the request. If Woodburn Police is the custodian of the records, an estimated processing time and cost will be provided.
 - If clarification is needed, the request will be suspended until the required information is received. The request will be closed after 60 days of inactivity.*
 - If payment is not received within 60 days, the request will be closed.*
 - If the requested records are exempt from public disclosure, notification will be provided in writing.*

Motor vehicle crash reports may be purchased at: <https://www.crashdocs.org/>