



# FOREST GROVE POLICE DEPARTMENT

## PUBLIC RECORD REQUEST FORM

PURSUANT TO OREGON PUBLIC RECORDS LAWS, §192.410-192.505

**Attention Requester:** This form is required if requesting to inspect or obtain copies of public records held by the Forest Grove Police Department. To expedite your request, please complete all the information below.

- The City shall respond to public record requests within five (5) business days acknowledging receipt of the request. If the time required to respond to request exceeds 10 business days, the requester will receive written notification. Oregon law authorizes the City to establish fees to reimburse for actual costs in making public records available.
- The City shall waive the first 30 minutes of staff research time. After that, charges are assessed for staff time to complete the work performed. If cost is estimated to exceed \$25, the requester will receive written notification. The City may require confirmation and/or pre-payment before taking further action on the request.
- Full payment of total amount of costs incurred must be paid before public records are inspected or copies released. If records are exempt from disclosure, specific reason(s) will be provided.

**FIRST & LAST NAME or ORGANIZATION (Please print)** **DATE OF REQUEST**

**MAILING ADDRESS** **CITY** **STATE** **ZIP CODE**

**DAYTIME TELEPHONE** **EMAIL ADDRESS**

<input type="checkbox"/> I agree to pay up to \$25 without further approval. <b>AUTHORIZED SIGNATURE:</b>	<b>PREFERRED DELIVERY METHOD (Fees may apply):</b> <input type="checkbox"/> E-MAIL <input type="checkbox"/> MAIL <input type="checkbox"/> PICK UP <input type="checkbox"/> VIEW ON SITE
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**DESCRIPTION OF RECORDS: (Please be specific)**

<b>Case Number:</b>	<b>Date of Incident:</b>
<b>Location of Incident:</b>	
<b>Name of Involved Party:</b>	<b>Date of Birth:</b>
<b>Name of Involved Party:</b>	<b>Date of Birth:</b>

**OTHER PERTINENT INFORMATION THAT WOULD HELP NARROW THE SEARCH: DESCRIPTION OF REQUESTED INFORMATION:**

<input checked="" type="checkbox"/>	FEE SCHEDULE:	Effective July 1, 2025:	SUBMIT REQUEST TO:
	Documents/Reports	\$21.50, plus \$0.10 per page over 10 pages	Forest Grove Police Department Attn: Records 2102 Pacific Avenue, P. O. Box 326 Phone 503-992-3260 ■ Fax 503-359-3519 E-mail to: <a href="mailto:pdrecords@forestgrove-or.gov">pdrecords@forestgrove-or.gov</a> Hours: Monday – Friday, 8am – 4pm
	Citation/Ofc Notes/Radar	\$7.75 per citation/page/certification	
	Body Camera Footage	\$112.50 first 10 minutes, \$94.25 each additional	
	Digital Storage Device	\$31.00 per device (up to 30 photos, \$.90 ea add'l)	
	Color Photograph Print	\$7.75 per sheet	
	Staff Research	\$77.00 per hour (no charge first 30 minutes of staff time; billed in 15-minute increments)	

FOR OFFICE USE ONLY			
<b>Copies Provided:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total Fees Paid:</b>	
<b>Case Number:</b>		<b>Employee Signature:</b>	
<b>Other Notes:</b>		<b>Date:</b>	