Record requests are processed in the order they are received and **may take from 7 to 21 days to complete.** There may be fees associated with the copying of public records. Some requests involve higher costs depending on the staff time required for research, or the time involved to complete lengthy or complex requests. The total fee is due before the records will be provided. Please print legibly when filling out this request form. Please call **503-338-6433** if you have any questions about our process or fees.

**FEES FOR A PUBLIC RECORDS REQUEST:**
- **$6** Copy of a citation or log entry.
- **$15** Copy of a report.
- **$35** Minimum charge for copy of an audio recording.
- **$35** Minimum charge for copy of video recording.
- **$35 per hour** for staff time spent fulfilling lengthy or complex requests.

**MAIL PUBLIC RECORD REQUESTS AND PAYMENT TO:**
Astoria Police Department
Records Division
555 30th Street
Astoria, OR 97103

**NAME OF PERSON OR COMPANY MAKING REQUEST:**

**PHONE:**

**ADDRESS WHERE YOU WANT RECORDS SENT:**

**FAX:**

**DATE THIS REQUEST MADE:**

**EMAIL ADDRESS:**

**EMPLOYER ADDRESS:**

**SUPERVISOR’S NAME:**

**CASE/REPORT/INCIDENT NUMBER:**

**DATE OF INCIDENT:**

**CASE/REPORT/INCIDENT NUMBER:**

**DATE OF INCIDENT:**

**COMMENTS:**

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**DISPOSITION OF REQUEST / DEPARTMENT USE ONLY:**

- **DOCUMENTS REVIEWED IMMEDIATELY**
- **LOCATING DOCUMENTS; RESPOND BY:**
  - **NUMBER OF COPIES:**
  - **AMOUNT DUE:**
  - **REQUEST COMPLETED BY:**

**COMMENTS:**

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**REVISED 10/2015**