CHANDLER POLICE DEPARTMENT

Request for Report Copy

PLEASE READ!

1. Due to the number of requests submitted, we are not able to process your request immediately. Our goal is to complete all copy requests within 7 to 10 business days of receiving the written request/or receipt of the completed report from the officer. If a request cannot be fully processed within ten days, you will be notified by mail.

2. The report will be mailed or made available for pick up as soon as processing is complete.

3. Certain reports cannot be released without a court order.

4. The Chandler Police Department may restrict certain information as warranted.

5. Pending/incomplete reports will not be processed until the report is closed.

Cost: $5.00 pre-paid per report copy. Additional 15¢ per page over 35 pages.
No charge to persons listed as victims. Unclaimed copies will be destroyed 90 days after completion.
Payment: Please mail cash, check or money order back with this form. **Make checks payable to City of Chandler.** Send payment to: Chandler Police Records MS 303 PO Box 4008 Chandler, AZ.85244-4008.

PLEASE PRINT LEGIBLY

Requester's Name: _____
Last *First* *M.I.*

Address: _____
Street *City* *State* *Zip*

Home Phone: _____ *Work Phone:* _____ *Pager:* _____

Your Relationship to Victim/Parties Involved: _____

❑ *Please Mail Report* ❑ *Call Me When Report Is Ready For Pick-Up*

****

Report Information

Report #: _____ ❑ *Traffic Accident* ❑ *Other:* _____

Location of Incident: _____

Date and Time of Incident: _____

Names/Birthdates of Persons Involved: _____

_____

Do Not Write Below This Line

Date Received: _____	Processed By: _____	Notification: _____
Employee# _____	Date Processed: _____	Date Notified: _____
Receipt #: _____	Time Processed: _____	Time Notified: _____
Amount Received: _____		

REQUESTER COPY