



ASHVILLE POLICE DEPARTMENT

RECORDS REQUEST FORM:



Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be made in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requestor and/or stating the intended use, when a written request, disclosure or intended use would enhance the ability to comply with the request. Completing this form will help us promptly fulfill your request within a reasonable amount of time.

Item(s) you are requesting:

Police/Incident Report

Vehicle Crash Report

INCIDENT INFORMATION

Report Number: _____

Type of Incident (Assault, Theft, etc.): _____

Date or Date Range: _____

Approximate Time of Incident: _____

Name(s) of People Involved: _____

Address/Approximate Location of Incident: _____

REQUESTOR INFORMATION

| | |
|------------------|--|
| Name: | Agency: |
| Address: | City: |
| State: | Zip: |
| Phone Number: | |
| Email: | Email Request <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date of Request: | Time of Request: |

Internal Use only:

| | |
|-----------------|---------------|
| Date Fulfilled: | Fulfilled by: |
|-----------------|---------------|

Redaction Needed: Yes No

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the Village of Ashville is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records, or parts thereof, will be withheld or redacted.