



Daggett County Sheriff's Office
REQUEST FOR POLICE REPORT

Requestor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Telephone Number where you can be contacted if necessary: (____) _____

Incident and / or case Report Number: _____

Please provide as many details surrounding the incident as possible. Include date and time of incident, full names of individuals involved.

Please check one box.

- I am the subject of this request.
- I am the authorized representative of the subject of the record. (Parent / Guardian)
- Other (please specify relationship) _____

Fees

- I would like to receive copies of the record. \$15.00 fee for an initial police report
 \$1.00 per photo
- I would like to view / inspect the record. (No charge to view or inspect a record)

SIGNATURE

DATE

OFFICE USE ONLY

Date Request Received: _____

- APPROVED - Requestor notified on _____.
- DENIED - Written denial sent on _____. Reason for denial _____
- Requestor notified that office does not maintain record.

Required notice sent _____.

Fee: _____ If waived, approved by: _____

You can come into the Sheriff's Office to fill out a request, and receive the report the same day, or you can do so by mail.

Mail:

Print out the request form, fill it out and mail with check for the noted amount to:

Daggett County Sheriff's Office
Attn: Records Department
P.O. Box 219
Manila, Utah 84046

For questions, please call / e-mail Susie at
435-784-3255,
spotter@daggettcounty.org