

A written request is not mandatory and the requester may decline to reveal the requester's identity or the intended use. A written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester. Ohio Rev. Code § 149.43(B)(5)

REQUEST FOR YELLOW SPRINGS POLICE 937-767-7206

RECORD CHECK: Date of Birth _____ **REPORT**

Requester Information

Name of Requester/Firm/Company		Telephone Number	
Mailing Address		Contact Person	
City		State/Zip	
Reason for Request		Deadline	

Incident Information

Case #(s), if known	Officer (if known)		
Date(s) of Incident(s)	Time	AM	PM
Location of Incident/Crime/Description of Events			
Persons involved (full and complete name known) – list additional known persons in comments section			
_____		DOB _____	
_____		DOB _____	

<i>Vehicle Information</i> <i>(if appropriate, if known)</i>	Make/Model/Year/Color/Style/etc.	License #	State
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<i>Additional Comments</i> (use back of form if necessary)	Date
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Please allow up to 3 days for the request to be processed. The requester will be informed if more time is needed. If there is a deadline to meet, the requester needs to make that clear. However, if a report is still under investigation, the report is not releasable. All reports requested are subject to release per state and federal public record statutes. Reports may contain exempt and non-exempt materials and are subject to redaction.