



REQUEST TO INSPECT PUBLIC RECORDS
IN ACCORDANCE WITH O.C.G.A. 50-18-70

INSTRUCTIONS: Complete ALL parts of this form and be as specific as possible regarding the records you desire. NOTE: There is a charge for researching even if no records were located. Depending on the information requested, you may be required to produce a subpoena. If your request is denied in part or whole; you will be notified in writing, the reason for denial. Although most requests can be processed immediately, some requests take a maximum of three (3) business days to complete.

Requestor's Information Request made by: In Person or Sent by: Fax Mail Email
Name:
Address:
Phone: Fax: Email:
Request type: Police Code Enforcement Animal Control 911
State the records you are requesting: (Include dates, times, addresses, case numbers / alarm numbers, etc)
Number of copies requested: Print out CD (photo & audio)
Are certified copies needed? Yes No
Pursuant to O.C.G.A 50-18-71, the undersigned is hereby responsible for the cost of the number of copies and/or CD's used in the reproduction of the requested records in addition to a charge commensurate with the lowest hourly wage of an employee who is could conduct the search if the time to research and duplicate the records exceeds fifteen minutes. An agency may impose a reasonable charge for the search, retrieval, redaction, and production or copying costs for the production of records pursuant to this article.
Please contact me at telephone number if the charge is to exceed .
Requestor's Signature Date

PURSUANT TO O.C.G.A. 50-18-71, THE FEES ARE AS FOLLOWS

Table with columns: POLICE /E911, \$12.80 AN HOUR FOR SEARCH/RETRIEVAL, \$0.10 PER PAGE, Total, \$2.50 FOR 1ST PAGE OF CERTIFIED COPY, \$0.25 EACH ADDITIONAL PAGE, \$5.00 FOR CD AUDIO/PHOTO, ACTUAL MAILING COST, \$10.00 FOR L.E. DVD, (\$2.00 + POSTAGE), Number of Pages, Cost, Time, Total Due

DO NOT WRITE BELOW THIS LINE

APPROVED DISAPPROVED/REASON

Released by: (Print Name and Sign) Date Completed

This completed form will be included in the case file.