



# COLUMBIA COUNTY SHERIFF'S OFFICE RECORD REQUEST



Date of Request: \_\_\_\_\_ Case #: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Prefer to receive report(s) by: ☐ Call for Pick-up ☐ Mail ☐ Fax ☐ Email

Specific records requested, nature of the request, name, DOB, date, time, and location – when possible.

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\*\*\*\*\*Records Office Use Only\*\*\*\*\*

☐ Walk-in ☐ Phone ☐ Mail ☐ Faxed ☐ Emailed ☐ Teletype ☐ Verbal ☐ Written

☐ Full Release ☐ Conditional Release ☐ No Release—Denied ☐ No Record

☐ Redacted ☐ ID'd person ONLY ☐ DA Authorization ☐ DPPA Exemption

☐ Redaction Exemption

☐ No Report

☐ Juvenile Record

☐ Active Investigation

☐ Pending DA Action

☐ Sensitive Incident

☐ Unable to Redact

☐ Incarcerated Requestor

☐ Chapter 51

☐ Personal ID Information

☐ 27/28 Information

☐ Medical Information

☐ Informant Information

☐ Other

Documents \_\_\_\_\_ @ \$.25 per page \$ \_\_\_\_\_

CD/DVDs \_\_\_\_\_ @ \_\_\_\_\_ each \$ \_\_\_\_\_

Digital Media \_\_\_\_\_ \$ \_\_\_\_\_

A/V Redactions \_\_\_\_\_ @ Actual Cost \$ \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

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Employee filling request: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Supervisor: \_\_\_\_\_ Release Date: \_\_\_\_\_