



PARMA HEIGHTS POLICE DEPARTMENT

PUBLIC RECORDS REQUEST FORM



UNDER OHIO LAW, YOU ARE NOT REQUIRED TO PUT YOUR REQUEST IN WRITING. YOU ARE ALSO NOT REQUIRED TO IDENTIFY YOURSELF. HOWEVER, WE ASK THAT YOU PROVIDE THE INFORMATION BELOW IN ORDER TO HELP US EXPEDITE YOUR RECORD REQUEST.

PLEASE PRINT NEATLY.

DATE	
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NAME OF REQUESTOR		PHONE NUMBER	
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FAX NUMBER		E-MAIL ADDRESS	
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DESCRIBE, IN DETAIL, THE RECORDS SOUGHT (DATE, TIME, LOCATION, NAMES, REPORT NUMBER, ETC.).

DATE		TIME		REPORT NUMBER	
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NAMES	
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LOCATION	
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ADDITIONAL INFORMATION	
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I WOULD LIKE THE INFORMATION VIA		PICK UP		FAX		E-MAIL		U.S. MAIL
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REQUEST TAKEN BY		DATE & TIME RECEIVED	
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DATE COMPLETED		COMPLETED BY		COST OF REQUEST	
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