

## MOSCOW POLICE DEPARTMENT PUBLIC RECORDS REQUEST

All requests to copy or examine public records must be made in writing. Please help us in this process by filling out this form completely. PRINT your name, address and telephone number. Use dates of arrest(s) or report(s), location, crime, suspect's name, witnesses name(s), date of birth, or any information to help describe the records you are requesting.

### REQUESTOR'S INFORMATION:

Name of Requesting Person: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

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

Day Telephone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

### How you would like to receive your request

Email       Mail       Fax       In Person

### REQUESTED DOCUMENTS

Police Report      Case# \_\_\_\_\_ (Spillman report)

### Request to include:

Attached Documents (Accident Reports, Witness Statements, Etc.)

Video Recordings

Audio Recordings

Photographs

Other (describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*When requesting records for video/audio please be aware that files sizes for such requests are usually too large to be sent to you by email. These records will have to be placed on a disc and must be picked up or mailed. There is a charge associated with the disc, and there may be a charge for the additional staff time to review and possibly redact protected information. \***

The City will respond to your request pursuant to applicable law [usually within three (3) business days]. The birth month and day for people whose names appear in the records have been removed pursuant to Idaho Code §§ 74-105(1), 74-124(1)(c) and/or 74-124(2), and 74-101 because production of this information would constitute an unwarranted invasion of personal privacy and could facilitate identity theft. You have the right to appeal the denial of any part of your request by petitioning the Second Judicial District Court of Idaho within 180 calendar days of this response pursuant to Idaho Code Title 74, Chapter 1. By law, information gained through this request cannot be used for the purpose of compiling a mailing list or telephone list without obtaining permission from each individual.