

VINTON POLICE DEPARTMENT

310 A Avenue, Vinton, Iowa 52349

REQUEST FOR RECORD

Request for records may be made by mail or in person at the Vinton Police Department during regular business hours. (8AM-4PM, Monday-Friday). Records requested to be mailed (requires a self-addressed stamped envelope) and/or are available for pickup at the Vinton Police Department and should be done during regular business hours (8AM-4PM).

NAME OF REQUESTER: _____ DATE: _____

PHONE: _____ FAX: _____ ADDRESS: _____

Disclaimer: Although records provided to a requestor may be deemed to be "open" or "public" records within the meaning of Iowa Code Chapter 22, the Department recommends that requestors' use of any information provided by the Department comply with all local, state, and federal laws, including but not limited to laws related to privacy, harassment, discrimination, debt collection, libel, slander and tort. Public Records Exemption of Security Related Information for the Vinton Police Department, Iowa pursuant to Iowa Code § 22.7(5).

SIGNATURE OF REQUESTER: _____

CASE NUMBER: _____

DATE OCCURRED: _____ TIME OCCURRED: _____

LOCATION: _____

VICTIM/DRIVER/OWNER: _____

VEHICLE PLATE NUMBER(s) (if requesting accident report): _____

RELATIONSHIP TO PARTY INVOLVED:

- SELF PARENT/GUARDIAN VEHICLE OWNER INSURANCE COMPANY
 ATTORNEY OTHER _____

(Please provide where to fax/mail report): _____

RECORD TYPE REQUESTED (Check One)

- Accident Report (\$10.00) Photos (\$25.00) Incident Report (\$10.00)
 Video Recording (\$25.00) Calls for Service (\$10.00)

Fees: All fees are due at time of request and must be paid by cash, check or money order and payable to the Vinton Police Department.

OFFICE USE ONLY

Date Received: _____ Received By: _____ Total Due: _____

Date Completed/Released: _____ Completed By: _____ Total Paid: _____

Chief of Police: _____ Denied/ Approved: _____ Receipt No.: _____

UNABLE TO LOCATE RECORD REQUESTED WITH ABOVE INFORMATION PROVIDED.