



Richwood Police Department Public Records Request Form

The Richwood Police Department provides this Public Records Request Form for management and efficiency of the Public Records Request process, in an attempt to avoid delays and confusion. However, a written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the police department at 740-943-5212. If you choose to use this form, please provide specific details about what you are requesting, including time frame, locations, etc. (if applicable). Date Requested: _____

Requestor Name (Not Required): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (Optional): _____ Email (Optional): _____

Records Requested: *Please provide as much specific detail as possible so the office can identify the RECORDS that you are seeking. You may attach additional pages, if necessary.

Receive records by (please select one): E-Mail Mail In-Person

Cost for media:

.05¢ per page

.75¢ per CD/DVD

\$5.00 per Thumb drive

Note: For any records requested by usps/other delivery service. Please include SASE and send to:

Richwood Police Department
153 N. Franklin St.
Richwood, Ohio 43344
Attn: Records