

Deschutes County Sheriff's Office  
 63333 Highway 20  
 Bend, OR 97703  
 Phone: (541) 388-6655



OFFICE USE ONLY	
Date Rec'd: _____	
Initials: _____	
Mail <input type="checkbox"/>	Call for Pick-Up <input type="checkbox"/>
<input type="checkbox"/> DCSO Case	
<input type="checkbox"/> DCSO Closed	
<input type="checkbox"/> DA Closed	

## Public Records Request

### REQUESTOR'S INFORMATION:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

I am requesting the following record(s):

Police Case Report       Incident Report       Photograph CD       Other

Date/Time of Incident: \_\_\_\_\_ Case #: \_\_\_\_\_

Type/Nature of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Name of Subject Involved: \_\_\_\_\_ Subject's Date of Birth: \_\_\_\_\_

Relationship to Subject: \_\_\_\_\_ Is this record needed for court? Yes/No  
 \*If Yes, Date Needed By: \_\_\_\_\_

Please identify the public record(s) you are requesting, as specifically as possible:

\_\_\_\_\_  
 \_\_\_\_\_

Fees are determined per ORS 192.324(4) and are **due at time of release**. At time of request, you will receive an estimate to the actual costs of fulfilling the request. Completed requests shall be mailed or hand delivered to the main Deschutes County Sheriff's Office at 63333 Highway 20 in Bend. Requested records are not released at time of request and may take up to 21 days to be released.

Service	Fee Schedule	Estimate (OFFICE USE ONLY)
Police Case Report	\$20.00/First 8 Pages (\$1.00/Each Additional Page)	\$
Incident Report/Log	\$5.00 (\$1.00/Each Additional Incident Report)	\$
Photograph CD	\$15.00 (\$5.00/Each Additional CD – Same Case)	\$
Look-up Fee	\$10.00	\$
Professional File Search	\$29.00/hour	\$
Legal Counsel Review	\$150.00/hour (1/4 hour minimum)	\$
Photocopies	\$0.25/page	\$

TOTAL OF ESTIMATED CHARGES: \$ \_\_\_\_\_

I understand that my request may be denied under the Oregon Public Records Law. I certify that the information contained in this request is true and accurate.

\_\_\_\_\_  
 Requestor's Signature

\_\_\_\_\_  
 Date