

KINGSTON POLICE DEPARTMENT

OPEN RECORDS REQUEST

Pursuant to the open records law, I would like to obtain copies of the following reports

Please check one:

() I would like to receive the copies within three business days of this request if the records are available; however, I understand that if the records cannot be produced within three business days, a timetable for their release will be provided to me.

() I do not need to receive the copies of the documents within three business days, but would like to review the documents and receive the copies by as soon as possible.

I understand that, pursuant to O.C.G.A. § 50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy and supervise access to the requested documents. The charge for reports is generally \$3.00 unless you are the person involved and/or property owner. I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request.

(Please include as much information as possible: i.e., incident address, date of incident, person involved, incident type, police report if available, anything else that pertains to the incident).

Name: _____ DOB: _____

License # _____ Date of incident: _____

Social Security # _____ Charges: _____

Other Info: _____

If there are any questions about my request, I may be contacted at (daytime telephone number) _____ or by email at: _____.

Signature of Requestor: _____ Date: _____

Print Name: _____

Complete Address: _____

DO NOT WRITE BELOW THIS LINE/ KPD USE ONLY

Total Cost \$ _____ Date Material Received: _____

Request fulfilled via Emailed, Faxed, or Mailed?

Name: _____ Badge # _____ Date: _____