



**CITY OF ST. JOHNS
POLICE DEPARTMENT**

REQUEST FOR PUBLIC INFORMATION

The following policies apply to all requests for Materials/Documents:

1. After receipt of your request, you will be notified when the materials are available for review.
2. Payment is due for copies when they are picked up.
3. Materials can be faxed after payment has been received. If materials are requested to be mailed they will be sent first class mail after receipt of payment (including cost of postage). Checks should be made payable to the CITY OF ST. JOHNS.

REQUESTED BY:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ (HOME) _____ (CELL)

RECORDS REQUESTED: (Police report #)

IS THIS REQUEST FOR A COMMERCIAL PURPOSE: YES / NO (Circle One)

ACTION REQUESTED: (check one)

___ Visually inspect records, ___ Personally receive copies, ___ Receive mailed copies.

Signature

Date