

Oregon State Police Report Request Form Instructions ORS 192.410 – 192.530



The "Request for Oregon State Police Report" form is provided to make requests for criminal citations, incidents, reports and supplemental information easier for the general public. Please provide as much information as possible so your request may be processed correctly. Illegible or missing information may result in an incorrect or incomplete response. Please TYPE or PRINT CLEARLY in blue or black ink.

You may now fill out this form online; however, it must still be PRINTED, SIGNED and MAILED in with the appropriate fee. This form cannot be submitted electronically.

The fee that must accompany this request is a flat rate of \$10.00 for each case file. This covers staff time to find and process the record requested if that time does not exceed 20 minutes and includes up to 10 pages. . This fee will be charged even when no record can be found. If staff time exceeds 20 minutes or the responsive record(s) exceed 10 pages, additional per page charges and staff fees of \$25.00/hour will apply. If this is necessary, a written estimate of time and cost will be provided before further processing of the record request is done. Portions of hours will be pro-rated.

Please allow up to 30 days for your request to be processed. If you have a deadline to meet make that clear in your request. Be sure to include your reason for requesting the report(s) and sign and date your request.

ATTENTION: This form is not intended for use by government agencies and/or their agents. Government agency requests are to be submitted on letterhead and need to include all information requested on the form. Government agencies may fax their requests to **(503) 363-5475** or mail them to the address listed on the form.

Insurance Companies, Attorney's, Investigators, etc. must submit their written request on letterhead. Please provide as much information as possible about the incident you are requesting. Mail your request to the address on the form with the appropriate processing fee.

Questions? Call (503) 378-3725 ext. 44444 or e-mail criminal.records@state.or.us

REQUEST FOR OREGON STATE POLICE REPORT

There is a processing fee for each Incident record requested.

This form may be printed and filled in by hand or filled in on line, printed, signed and submitted with the appropriate processing fee per incident requested. Provide all information available. Fees are to be submitted by check or money order made payable to Oregon State Police.

Mail to: **Oregon State Police
Criminal Investigation Division
Attn: Police Reports, 4th floor
255 Capitol Street, NE
Salem, Oregon 97310**

Questions? Call (503) 378-3725 extension 44444 or email criminal.records@state.or.us
OSP will return a copy of this request with their response as your receipt.

Requestor Information (must be included to process the request)			
Name of Requestor/Firm/Company			Telephone Number
Mailing Address		Contact Person	
City	State/Zip		
Reason for Request (<i>required</i>)			Deadline
Incident Information (provide as complete and accurate information as known)			
Case # (if known)	Officer (if known)		
Date of Incident	Time	AM	PM
Location of Incident/Street Address	City	County	
Type of Incident/Crime/Description of events			
Persons Involved (full and complete name known) – list additional known persons in comments section			
			DOB _____
			DOB _____
Vehicle Information (if appropriate, if known)	Make/Model/Year/Color/Style/etc.	License #	State
Additional Comments (use back of form if necessary)			
Signature (<i>required</i>)			Date
Please allow up to 30 days for your request to be processed. All reports requested are subject to release per state and federal public record statutes. Reports may contain exempt and non-exempt materials and are subject to redaction			