

Apple Creek Police Department Police Report Request

****Important Information****

Requests will be processed within a reasonable time under the circumstances. The actual time to process the request depends on a number of circumstances, but generally the report will be mailed or available for pickup within 7 to 10 business days from the date of receiving the request. In accordance with Ohio law, certain reports may not be released or may be redacted. Reports that are not complete, are still under investigation, or have not been approved will generally not be released until they are completed and approved.

***REQUESTOR INFORMATION**

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

*This information is not required but might assist us in processing your request more efficiently.

REPORT INFORMATION (PROVIDE AS MUCH INFORMATION AS POSSIBLE)

Type of Report: ☐ Accident ☐ Incident ☐ Other: _____ ☐ Unknown

Report Number: _____ Date & Time of Accident/Incident: _____

Location of Accident/Incident: _____

Names of Persons Involved:

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Reporting Officer name: _____

☐ Paper Copy ☐ Copy to Disc ☐ Mail report ☐ Pick up ☐ Email report to: _____

*******Police Department Use Only*******

Date Received: _____ Time Received: _____ Received By: _____

☐ Release Approved Date Approved: _____ Approved By: _____

☐ Release Declined Date Declined: _____ Declined By: _____

Reason for Decline: ☐ No Record Exists ☐ Juvenile Record ☐ Under Investigation ☐ Not Approved ☐ Incomplete
Other _____

Number of Pages: _____ Number of Discs: _____ Total Cost: \$ _____ ☐ Paid (receipt # _____)