



# GILA RIVER POLICE DEPARTMENT

## Request for Official Police Information

The Records Division will do our best to provide the information you are requesting.

1. The Gila River Police Department may restrict certain information as warranted.
2. The Gila River Police Department cannot release certain reports/information without a court order.
3. There is a \$5.00 fee per report copy payable to **Gila River Police Department – Records** through money order, cashier's check, or business check.
4. Please allow us 7-10 days to finalize your request; we will contact you if we encounter delays or other circumstances beyond our control.
5. Please select your delivery method(s):

Picked Up  Mailed  Emailed [\_\_\_\_\_]

**\*We will hold your report no more than 30 days after we contact you for pick up.**

*Please provide as much information as possible so that we can better serve you.*

### Requestor Information:

Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

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

Contact/Phone #(s): \_\_\_\_\_

### Incident Information:

Report/OCA #: \_\_\_\_\_  Traffic Accident  Other [\_\_\_\_\_]

Date and Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name(s) of Individual(s) Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Records Use Only

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Check or Money Order #: \_\_\_\_\_ Processed By: \_\_\_\_\_