



REQUEST FOR OFFICIAL POLICE INFORMATION

"To Protect And Serve"

INSTRUCTIONS

1. Please note that all reports take at least 7 to 10 days to be processed before they are available for release. Body Worn Camera and Dash Camera footage may take up to 30 days to process.
2. Submit your request by email to: records@casagrandeaz.gov
You may mail in or drop off your request to:
373 E Val Vista Blvd.
Casa Grande, AZ 85122
3. Use a separate request form for each report you are requesting.

COMPLETE AS MUCH INFORMATION AS POSSIBLE

Today's Date _____

REQUESTING PARTY INFORMATION:

| | | | | |
|----------------|-------|--------|---------------|-------|
| Last Name | First | Middle | Date of Birth | |
| _____ | _____ | _____ | _____ | |
| Street Address | | City | State | Zip |
| _____ | | _____ | _____ | _____ |
| Phone Number | | Email | | |
| _____ | | _____ | | |

REPORT INFORMATION:

Report #: _____ Date of Incident: _____ Time of Incident: _____

I would like the requested information:

- Emailed (note audio, video, and photos can not be emailed)
- To Be Mailed
- Will pick up between the hours of 8:00 a.m. and 5:00p.m.

Type of information requested:

- Case Report
- Audio
- Photos
- Body Worn Camera Footage
- Traffic Accident Report
- Video
- Dash Cam

Cost: Reports are \$7 for the first 10 pages, \$0.55 a page after that. Audio/Video/Photos are \$25 each CD. Body Worn Camera Video is \$35 each CD.

VICTIMS/DRIVERS' NAMES:

| | | | |
|-----------|-------|--------|---------------|
| Last Name | First | Middle | Date of Birth |
| _____ | _____ | _____ | _____ |
| Last Name | First | Middle | Date of Birth |
| _____ | _____ | _____ | _____ |
| Last Name | First | Middle | Date of Birth |
| _____ | _____ | _____ | _____ |

DO NOT PRINT BELOW THIS LINE

Received by: _____ Date _____ Time _____

Processed by: _____ Receipt # _____ Date _____ Time _____