



CITY OF CASA GRANDE | POLICE DEPARTMENT
MARK MCCRORY, Chief of Police
373 E. Val Vista Blvd., Casa Grande, AZ 85122
PHONE (520) 421-8700 FAX (520) 836-8081

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 using the following guidelines.
 - a. VICTIMS ONLY - Email to: [records @casagrandeaz.gov](mailto:records@casagrandeaz.gov)
 - b. ALL OTHER REQUESTING PARTIES: 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

To Be Mailed

Will pick up between the hours of 8:00 a.m. and 5:00p.m.

Type of information requested:

Case Report

Traffic Accident Report

Audio

Video

Photos

Dash Cam

Body Worn Camera Footage

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/Dash Camera Video is \$23 for each 30 minutes of video.

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 _____