



McMinnville Police Department  
121 SW Adams Street  
McMinnville, OR 97128  
(503) 434-7307  
(503) 434-2335 fax

# Police Report Request

**Fees:**

- \$10.00 – First 20 pages of report (incident/arrest/accident)
  - \$1.00 – Per additional page starting at 21<sup>st</sup> page, plus shipping / postage (actual cost)
  - \$10.00 – For photographs per CD, per case requested
  - \$10.00 – For each video CD or DVD copy requested
- Hourly rates will apply for large or complex requests**

Requests for copies of police reports will be accepted by written request only and may take 7 – 10 business days to process.

**Requests by mail must include payment and a self-addressed stamped envelope.**

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Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Nature of Incident: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_ Report/Case #: \_\_\_\_\_

Involved Persons: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

McMinnville Police Department use only:

Approved (date & initial) \_\_\_\_\_ Total fee for request: \$ \_\_\_\_\_

Denied (date & initial) \_\_\_\_\_ Reason: \_\_\_\_\_

Pending (date & initial) \_\_\_\_\_ Reason: \_\_\_\_\_

Requestor notified of status of request: Date/By: \_\_\_\_\_