



Date Received

**RECORDS REQUEST FORM**  
**ALL REQUESTS MUST BE MADE IN WRITING**  
**\*\*Please provide as much information as you can\*\***

WOODBURN POLICE DEPARTMENT INCIDENT/CASE/CITATION #: \_\_\_\_\_

DATE OF OCCURRENCE: \_\_\_\_\_ to \_\_\_\_\_ AROUND TIME: \_\_\_\_\_ to \_\_\_\_\_

TYPE OF CALL: \_\_\_\_\_

ADDRESS OF LOCATION: \_\_\_\_\_

INVOLVED PERSONS: \_\_\_\_\_

REQUESTING PARTY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

\_\_\_\_\_ EMAIL: \_\_\_\_\_

**WOODBURN POLICE DEPARTMENT SCHEDULE OF FEES FOR COPIES**  
**CITY OF WOODBURN ORDINANCE NO. 2433**

Copy of Police Incident/Case Reports	Initial Report.....	\$23.00
	Each additional page.....	\$ 1.00
Records Computer Scans (Activity Log at Location or Person)	Per scan (2003 forward).....	\$19.00
Photos	Processing Photo Prints.....	\$14.00
	(plus \$0.25 a print)	
Digital Media	Actual processing time. Min. ¼ hour.....	\$12.50
Mailing/Postage	*Actual cost of mailing. Min. Charge.....	\$ 1.00

\*If a self-addressed stamped envelope is enclosed, no mailing fee will be charged unless the actual cost of mailing is more.

Certified Copies of records will only be available by mail or department pick up.

**PROCEDURE FOR REQUESTING COPIES OF WOODBURN POLICE DEPARTMENT RECORDS**

1. Please make all public record requests in writing by mail, email or delivery to the Woodburn Police Department. Attn: Records Division. Within five (5) working days, we will send you a written response. The response will include an estimated processing fee and time to process the request.
2. You may be contacted by telephone, mail or email, for clarification. The request will be suspended until you provide the clarifying information and will be closed after 60 days.
3. If you are requesting records, which are exempt from public disclosure, you will be notified of the reason in writing.
4. If you do not remit the fees within 60 days of the date of the response, the request will be closed.
5. You may purchase an online copy of a Motor Vehicle CRASH at <https://www.buycrash.com/> for a slightly higher processing fee.