Village of
Eagle Police Department

OPEN RECORDS REQUEST

Record request's exceeding $10.00 are subject to prepayment prior to release.
Additional fees may apply if a request requires lengthy research and review.

FEES: $1.00 per page

Date of Request : _____

To assist us in locating the records(s) you are requesting, please indicate the date of occurrence, nature of the event or incident, name(s) involved in the incident or incident report numbers(s) if you know it.

_____

_____

_____

_____
Requester's Name (Print)

_____ _____ _____
Street Address City Zip Code

_____
Telephone Number

_____
Signature

This agency is required to acknowledge our request for records within 10 days of the date of request. If you have made this request in person, our receipt of your in-person request shall act as an official acknowledgement. You will be notified to the Custodian of Records decision to release or not release the record you have requested within a reasonable amount of time but not necessarily within the aforementioned 10 day time period.

Office Use: Amount Due:_____ Payment Recvd:_____ Date Picked-up:_____

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