

**Independence Police Department**  
**REQUEST FOR RECORD SEARCH**

**A \$2.00 RESEARCH FEE PER RECORD SEARCH WILL BE CHARGED.**

I, \_\_\_\_\_  
(NAME OF PERSON REQUESTING REPORT) (PHONE NUMBER) (DATE)

REQUEST THE INDEPENDENCE POLICE DEPARTMENT AND ITS EMPLOYEES:

MAKE AVAILABLE FOR INSPECTION THE FOLLOWING RECORD(S).

OR

PRODUCE A COPY OF THE FOLLOWING RECORD(S)

**\* THE CURRENT RATE OF \$.25 PER PAGE WILL BE CHARGED.**

PLEASE LIST NAME OF PERSON INVOLVED, DATE, TIME, LOCATION AND TYPE OF INCIDENT.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I AM REQUESTING THE ABOVE RECORD(S) FOR THE FOLLOWING REASON:

\_\_\_\_\_  
\_\_\_\_\_

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ALL REQUESTS, EXCEPT FOR ROUTINE INSURANCE COMPANY REQUESTS FOR ACCIDENT REPORTS, WILL BE REVIEWED BY RECORDS PERSONNEL AND/OR THE OFFICE MANAGER OR SERGEANT FOR APPROVAL. SUFFICIENT TIME MUST BE GIVEN FOR THE RECORDS SECTION TO PROCESS THIS REQUEST. (SOP 4.40)

\_\_\_ Request Approved

\_\_\_ Request Denied Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(POLICE OFFICE MANAGER/SERGEANT)

\_\_\_\_\_  
(DATE)