

Springfield Police Department Records Section

130 North Fountain Avenue, Springfield, Ohio, 45502

(937) 324-7611

Request for Public Information

- Motor Vehicle Accident Report Police Incident Report
 Local Police Records Check Photographs
 Other: (Describe in Detail) Return to City of Springfield Planning & Development
Dept. RE: Contractor Registration

I, _____ residing at
Complete Name - Please Print

_____ request
Complete Address - Please Print

public information as indicated upon this form. I understand the ability to produce the public information requested may depend upon the information provided by me. I also understand the information I have provided and the time and manner of my request may affect the time and the costs involved in providing the information.

Signature

_____/_____/_____
Date

Information needed to accurately complete a person's local police record check:

Name (first, middle, last): _____

Age: _____. Date of Birth: ____/____/____. Social Security Number: _____.

Maiden or Other Names Used: _____.

Fees Must Be Paid In Advance

The first local police record check, or like request received from any person, business, or association each regular business day of the City is free. The second and all additional requests received for any such items each regular business day is 10 cents per 'black and white' single-sided page.

Digital photographs: 10 cents per image/page. Photographic prints or 'contact' sheets are 35 cents per print/sheet.

Fingerprint cards: for any personal use are \$5.00 for the first card and \$2.00 for each additional card produced at the same time.

Passport or visa letters: \$5.00 each (per person).

Any requests for copies of any public information not included in this list of fees will generally be 10 cents per page or the City cost of the transmittal medium. Commercial interests requests for elements of public information are handled in accordance with law and policy. If you need more information, please ask before you submit your request.

Mail Requests: require a stamped (we recommend double the normal postage), self-addressed full sized business envelope and any required fees before we will initiate any response to the request.

Make Checks Payable to : The City of Springfield, Ohio