



Request for Police Records

Tempe Police Department 120 E. 5th Street
 Tempe, AZ 85281 Phone 480-350-8304

Instructions:

- 1) Complete this form. Include as much information as possible. An incomplete form may delay your request. Please note the requested record may not be releasable due to ongoing investigative processes.
- 2) **Requests for police records are processed within 5 to 7 business days.** Releasable records can be obtained by mail or can be requested at the main lobby (120 E. 5th Street, Tempe, AZ) Monday thru Friday, 8:00 AM to 8:00 PM.
- 3) **Fee:** \$5 for each record of 20 pages or less; over 20 pages, an additional \$0.25 per page.
 Cash, money order or verifiable check accepted.
- 4) The "pink" copy of this form will serve as your temporary receipt.

<input type="checkbox"/> Mail my request.	<input type="checkbox"/> Certified
<input type="checkbox"/> I will pick-up Note: call 480-350-8304 to verify copy is ready.	<input type="checkbox"/> Return fee if record is not releasable (Note: cash refunds must be picked up at the main PD lobby).
	<input type="checkbox"/> Hold fee until record is releasable.

Under provisions of ARS 39-121, the Public Records Law, I request the Tempe Police Department provide a copy of the listed record to me. This record copy will be used solely for non-commercial purposes.

Signature _____

Please Print Clearly. The following information is required before a search for records can be conducted.

Person Requesting Record	Last Name:		First	MI
	Street Address:			Apt. #
	City:		State:	ZIP
	Home phone:		Work phone:	
Today's date:		Report number:	Date of Incident:	Time of Incident:
Report Type:	<input type="checkbox"/> Auto Theft <input type="checkbox"/> Auto Accident <input type="checkbox"/> DUI <input type="checkbox"/> Other: Please list			
Incident Location:				
List persons involved in requested incident.	Last name:		First:	MI
	Last name:		First:	MI

Section below for TPD Records use only

Received in Lobby by:	Date:	Processed by (Records):	Victim <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
	Time:			Time:

Distribution: White - TPD Records, permanent file Yellow - Returned w/document Pink - Requestor's receipt