

CEDAR RAPIDS POLICE DEPARTMENT

505 1ST ST SW, Cedar Rapids, IA 52404

REQUEST FOR RECORD

It is the goal of the Cedar Rapids Police Department to provide the public with access to all information available by law or regulation, while maintaining confidentiality of information exempt from release. Request for records may be made by mail or in person at the Police Department during regular business hours. (8AM-3PM, Monday-Friday). Records requested will be mailed (requires self-addressed stamped envelope) or available for pickup at the Police Department during regular business hours.

NAME OF REQUESTER: _____

PHONE NUMBER: _____ DATE OF REQUEST: _____

SIGNATURE OF REQUESTER: _____

CASE NUMBER: _____ DATE OCCURRED: _____ TIME OCCURRED: _____

LOCATION: _____

VICTIM/DRIVER/OWNER: _____

VEHICLE PLATE NUMBER(s) (if requesting accident report): _____

RELATIONSHIP TO PARTY INVOLVED:

- SELF PARENT/GUARDIAN VEHICLE OWNER INSURANCE COMPANY ATTORNEY
 OTHER _____

RECORD TYPE REQUESTED (Check One)

- Accident Report (\$5.00) Photos (\$25.00)
 Incident Report (\$5.00) Video Recording (\$25.00)
 Calls for Service (\$5.00) Dispatch Audio Recording (\$25.00)

Fees: All fees are due at time of request and must be paid by cash, check or money order payable to the Cedar Rapids Police Department.

OFFICE USE ONLY

Date Received: _____ Received By: _____ Total Due: _____

Date Completed: _____ Completed By: _____ Total Paid: _____

Date Released: _____ Released By: _____ Balance: _____

CAU Approved: _____ Denied: _____ Receipt No.: _____

UNABLE TO LOCATE RECORD REQUESTED WITH ABOVE INFORMATION PROVIDED.