Reynoldsburg Division of Police
7240 East Main Street
Reynoldsburg, Ohio 43068

Tel: (614) 866-6622
Fax: (614) 322-6997
Email:precords@reypd.com

PUBLIC RECORDS REQUEST

While not mandatory, by completing this form, it will help us provide your request in a timely fashion. Public Records request can take up to 5-7 business days to complete depending on the request.

PLEASE PRINT

Name of Requestor:	**Today's Date:**
Your Address:	**Phone:** **Fax:** **Email:**
Incident Report Number	**Accident Report Number**
Information Needed: Date of Incident: Name of person(s) involved:	Time of Day: Address of Incident:
With as much detail as possible, please describe the information you are requesting	

Public Records Fee Schedule

5 cents per page of paper copy	$2.00 Color Copies per page	$2.50 per audio CD
Flash Drive TBD, based on size of drive	$3.00 Certified Copy	$3.50 per video DVD

If an outside duplication service is needed or requested, all charges will be passed on to requestor.
If your request needs to be mailed, please include a self-addressed stamped envelope large enough to accommodate request

Name of Employee Handling Request	**Date Request Completed:**

Integrity Compassion Respect Professionalism Dedication