

**Vanderburgh County Sheriff's Office
Request for Public Records**

PLEASE READ THE FOLLOWING INFORMATION

In compliance with IC 5-14-3, the public shall have access to Vanderburgh County Sheriff's Office public documents that qualify as disclosable public records. The law allows 24 hours to respond to a public records request if presented in person and 7 calendar days for mailed or faxed requests.

Fee Schedule:

- Crash Reports: \$5.00 per report.
- All other documents: \$.10 per page.
- CD-R (Optical Disc): \$2.00
- Medical records are not "Public Records" and are subject to additional retrieval fees.

Upon review of the request, you will be notified of the cost of production. Payment must be received prior to delivery of documents. If the response must be mailed, please include a self addressed stamped envelope (or an additional amount sufficient to cover the cost of postage.)

Send this completed request along with a check or money order to:

Vanderburgh County Sheriff's Office
Attn: Professional Standards Unit
5607 N US Hwy 41 • Evansville IN 47711
(812) 421-6201 FAX: (812) 421-6397
EMAIL: records@vanderburghsheriff.com

Please complete the following so that your request can be processed.

<p>REQUEST</p> <ul style="list-style-type: none"> <input type="radio"/> In-person <input type="radio"/> Mail <input type="radio"/> Fax <input type="radio"/> EMail <p>REQUEST SOURCE</p> <ul style="list-style-type: none"> <input type="radio"/> Govt. Agency <input type="radio"/> Individual <input type="radio"/> Corporation / Company 	<p>Name:</p> <p>Company:</p> <p>Mailing Address: (Where this request will be sent)</p>
<p>Date of Request:</p>	<p>Phone Number(s):</p>

PUBLIC RECORD(S) REQUESTED

Check appropriate record

Specific information required

<ul style="list-style-type: none"> <input type="radio"/> Accident Report 	<p>Case #</p> <p>Date Occurred:</p> <p>Other Info:</p>
<ul style="list-style-type: none"> <input type="radio"/> Incident Report 	<p>Case #</p> <p>Date Occurred:</p> <p>Other Info:</p>
<ul style="list-style-type: none"> <input type="radio"/> Incarceration Record 	<p>Name and DOB:</p> <p>Date:</p> <p>Other Info:</p>
<ul style="list-style-type: none"> <input type="radio"/> Administrative Record 	<p>Type of Record:</p> <p>Date:</p> <p>Other Info:</p>

DISPOSITION-AGENCY USE ONLY

<p>Date and Method Received:</p> <p>Employee Receiving:</p>	
<p>Release Approved or Disapproved (cite specific statutory authority):</p> <p>Date and Method of Release:</p> <p>Authorized Employee:</p>	