



# CITY OF TOLLESON

## Public Information Release Form

8350 WEST VAN BUREN STREET, TOLLESON ARIZONA 85353

PHONE 623.936.7186•FAX 623.936.8202•EMAIL [policerecords@tolleson.az.gov](mailto:policerecords@tolleson.az.gov)

It is the policy of the Tolleson Police Department to release to crime victims or their designated representative, one free copy of the crime report. Appropriate photographic identification must be presented to obtain free report. (Vehicle/Traffic related incidents are not included.) All other requests for Departmental Reports under the Public Information Records Law Pursuant to ARS 39-121, will be released at the following rates:

Paper Copies - \$10.00 for the first 9 pages, \$0.10 per each additional page

Fax - \$10.00 (20 page limit)

Email - \$10.00 (5 MB limit)

DVD - \$15.00 (4.7 GB limit)\*

Flash Drive - \$20.00 (16 GB limit)\*

Video requests fee - \$20.00 for first 30 minutes and \$20.00 each 30 minutes thereafter, this fee will be in addition to the delivery method fee of email \$10, DVD \$15 or Flash Drive \$20

It is requested the Tolleson Police Department release the following records to me:

### Occurrence Information:

Report Number \_\_\_\_\_ Report Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_ Nature of Report \_\_\_\_\_

Type of Request  Incident Report  Other \_\_\_\_\_

### Requestor Information

Requestor Name & Entity \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Client \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Notification:  Phone  Email  Pick-Up  Mail

E-mail \_\_\_\_\_

**Crime Victim:**  Yes  No *Relationship to Victim (BE SPECIFIC)*  Self  Spouse  Parent  Lawful/Designated Representative

**Purpose of Request:**  Personal  Court  Insurance  Attorney  Commercial  News Release

### Police Department Use Only

**Payment:**  Cash  Card  Money Order/Check Amount \_\_\_\_\_ Paid:  Yes  No

Release Approved By: \_\_\_\_\_

Received By: \_\_\_\_\_ Fwd To: \_\_\_\_\_

Date Processed / By: \_\_\_\_\_

Left Message with: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Spoke to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Appropriate Photographic Identification: \_\_\_\_\_