

# CITY OF Beachwood

Law Department • 25325 Fairmount Boulevard • Beachwood, Ohio • (216) 595-5462  
Public Records Request Form – Police Department

**PLEASE NOTE:** Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requester and/or stating the intended use, when a written request, disclosure of identity or intended use would enhance the ability to comply with the request.

<b>Name:*</b>	
<b>Agency/Company:*</b>	
<b>Address:*</b>	
<b>Phone:</b>	
<b>Fax No.:</b>	
<b>Email Address:</b>	

**\* Optional Information**

Please provide as much of the following information as possible so that we may easily locate the information you are requesting. Please attach copies of any documents that may describe your request, i.e. subpoenas, letters, etc. Also, please indicate the desired method of delivery. The method of delivery may be at the City's discretion based upon how the documents are maintained. You may email this sheet to [law-web@beachwoodohio.com](mailto:law-web@beachwoodohio.com). You may also fax this sheet to (216) 595-5466.

Records Requested	
<b>Information:</b> <input type="checkbox"/> Offense Report <input type="checkbox"/> Accident Report <input type="checkbox"/> Photos <input type="checkbox"/> Other (describe) _____ _____	
<b>Involved Party:</b> Name: _____ Address: _____ Date of Birth: _____	
<b>Incident:</b> Type of Incident: _____ Date of Incident: _____ Location of Incident: _____ Report Number: _____	

For requests for up to nineteen (19) 8 ½ x 11 sized pages, copies will normally be made at City Hall at no cost. Copies totaling more than nineteen (19) pages, color copies, or copies which are not 8 ½ x 11 will be made by an outside copying service. At the City's discretion, copies may be made by the City at a cost of \$0.05 per page (single side); you must provide a self-addressed, stamped envelope for return of the documents to you by mail.

**Method of delivery:**

Hard Copy \_\_\_\_\_    Email \_\_\_\_\_    Fax \_\_\_\_\_    Review first \_\_\_\_\_

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the City is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action.

Signature: \_\_\_\_\_ Date/Time of Request: \_\_\_\_\_

**Following to be completed by City:**

Date Filled:	No. of Pages:	Fee:	Filled by:

Revised January 16, 2019