



POLICE DEPARTMENT

555 NE 15TH STREET
BEND, OR 97701
[541] 322-2960 TEL
[541] 322-2998 FAX
WWW.CI.BEND.OR.US

OPEN PUBLIC REPORT COPY AND BACKGROUND CHECK REQUEST
Information released will be reviewed and redacted per applicable State and Federal Laws.

Please check one: Report Copy _____ Background Check _____
Background Check - Notarized: Yes _____

Request for information must be in writing. Reports from another agency and other investigative information within the reports remain the property of the originating agency and will not be released.

FEE SCHEDULE: CASH, CASHIER'S CHECK, OR MONEY ORDERS ACCEPTED payable at time of request.

- o \$20.00 Report Copy for the first 10 pages - \$0.15 each additional page \$13.00 every 15 min of redaction*
*The Records Dept. will contact you if cost is more than \$20.00 for a report
- o \$40 Photos - each CD
- o \$30.00 Background Check

Additional fees may apply to larger reports or research time per City fee schedule.

TO ASSIST US IN LOCATING THE INFORMATION YOU ARE REQUESTING, PLEASE PROVIDE AS MANY DETAILS AS POSSIBLE.

For Report Copy, please provide:

Case Number AND/OR Name and Date of Birth of Person Listed in Report:

Date, Time and Location of occurrence: _____

Reason Requesting Report: _____

For Background Check, please provide:

Name and Date of Birth of person of interest:

AKA: Also Known As (has this person gone by any other name)

CONDITIONS: All public Records Act requests by non-public safety agencies or individuals must be specific as to what information is being requested. The form in which the information is provided will be determined by the Bend Police Department. Any reports that involve an arrest and are currently under prosecution with the District Attorney's office or Juvenile Department will not be released. Any open investigation with the Bend Police Department or District Attorney's Office will not be released. Upon receiving this written request, The Bend Police Department shall collect the search and copy fees.

The Public Records Law affords an agency a reasonable time to respond to a request.

Printed Name of requestor _____ **Date** _____

Signature of requestor _____ **Phone** _____

Email/Mailing Address _____

Received by _____ Date _____ Amount Due / Paid _____

Completed by _____ Date _____ Second Verified by _____ Date _____

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