

# 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  Photograph(s) / Video(s)  Background Check  Background Check (Notarized)



## POLICE

555 NE 15<sup>TH</sup> STREET

BEND, OR 97701

541-322-2960 TEL

Relay Users Dial 7-1-1

541-322-2998 fax

bendoregon.gov

MAYOR

Gena Goodman-Campbell

MAYOR PRO TEM

Anthony Broadman

CITY COUNCILOR

Barb Campbell

Melanie Kebler

Megan Perkins

CITY MANAGER

Eric King

POLICE CHIEF

Mike Krantz

Submit  
Your  
Request

Email Form:  
[BPDRRecords@bendoregon.gov](mailto:BPDRRecords@bendoregon.gov)

### Conditions:

Requests for information must be submitted in writing. A report from another agency and other investigative information within the report remains the property of the originating agency and will not be released.

Any Public Records Act request made by a non-public safety agency or individual must be specific as to what information is being requested. The format the information is provided in will be determined by the City of Bend Police Department (BPD). Upon receiving a written request, the BPD shall collect applicable search and copy fees. Any reports involving an open investigation with BPD or open for review or prosecution with the District Attorney's Office will not be released.

Note: Public Records Law affords an agency a reasonable amount of time to respond to a request.

### Public Records Request

Are you a member of a federal agency?  Yes  No

Does your request relate to immigration enforcement?  Yes  No

Is information requested required as part of judicial subpoena issued for court proceeding or by another compulsory court-issued legal process?  Yes  No

\*For report copy, please provide as much detail as possible: Case Number \_\_\_\_\_

(and/or) Name of Person Listed in Report \_\_\_\_\_ Date of Birth \_\_\_\_\_

Incident Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Reason for Requesting Report \_\_\_\_\_

### Background Check Request

Name of Person \_\_\_\_\_ Date of Birth \_\_\_\_\_

List any AKA (also known as) Names \_\_\_\_\_

### Fee Schedule: Cash, Credit/Debit Card, Cashier's Check or Money Order Accepted-Payable at Time of Request

Report: \$20.00 (1-10 pages) / \$0.15 each additional page Photo(s) / Video(s): \$40.00 per emailed link

Redaction: \$13.00 per 15-minute increments Background Check: \$30.00

Additional fees may apply to larger reports or research time per City of Bend Fee Schedule

\*\*see Section 6.1 Police [Fees and Charges | City of Bend \(bendoregon.gov\)](#)

### Requestor Detail

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Street / Apt \_\_\_\_\_ City / State / Zip \_\_\_\_\_

### BPD Routing

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount Due / Paid \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_ Second Verified by \_\_\_\_\_ Date \_\_\_\_\_