



**VILLAGE OF NEW CONCORD POLICE DEPARTMENT**

**VILLAGE OF NEW CONCORD PUBLIC RECORDS REQUEST FORM**

Under Ohio law, you are not required to put your request in writing. You are also not required to identify yourself. However, we ask you to provide the information listed below because it will help us to expedite your records request.

1. **NAME OF PERSON REQUESTING RECORDS:**

\_\_\_\_\_

2. **CONTACT INFORMATION FOR PERSON REQUESTING RECORDS:**

\_\_\_\_\_

3. **DESCRIBE IN DETAIL THE RECORDS SOUGHT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **WOULD YOU LIKE COPIES OF THESE RECORDS OR DO YOU WANT TO INSPECT THESE RECORDS? (CIRCLE ONE)**

**COPIES** (estimated cost \$\_\_\_\_\_)      **INSPECT**

**FEE SCHEDULE**

<b>CD Disc or Thumb Drive</b>	<b>\$1.00</b>
<b>Accident Reports</b>	<b>\$4.00</b>
<b>Law Enforcement Report</b>	<b>\$0.10 per page</b>
<b>Body-Worn Camera</b>	<b>\$50 per hour/\$750 maximum</b>

*Subject to Change and Updates  
Cash or credit card payments only*

2 West Main St \* PO Box 10  
New Concord, OH 43762  
740-826-7671 \* Fax 740-826-7617



**VILLAGE OF NEW CONCORD POLICE DEPARTMENT**

For staff use only:

Staffer taking request: \_\_\_\_\_

Date and time of request: \_\_\_\_\_

Amount of money received: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_