PUBLIC RECORDS REQUEST

Worthington Division of Police
Records Department
6555 Worthington-Galena Road
Worthington, Ohio 43085
Phone: (614) 436-8740
Fax: (614) 436-8794

INFORMATION REQUEST

The Worthington Division of Police is pleased to make available to the public all information not exempted from disclosure by the General Assembly of the State of Ohio. To better serve you, and in order to expedite your request, we ask that you complete and submit this form to the Records Bureau. This form may be mailed, faxed or brought in person to the Division of Police. Most accident and offense reports will be made available within 24 – 72 hours after they were taken.

Date of Request: ______________________________

Requester's Name: ______________________________

Daytime Phone: ______________________________

Case #: ______________________________

Type of Report: ☐ Accident ☐ Offense ☐ Other ______________________________

If a case number is not known, please provide a date, time and location of the incident, as well as any other information, including names of persons involved:

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Approved for Release: ______________________________
(Incident Reports Only) Authorization Signature

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How would you like to receive your requested information?

☐ **MAIL**
☐ **FAX**
☐ **PICKUP** ***(It is suggested you verify that your record is available prior to coming to police headquarters.)***

FAX / MAIL TO:

Name: ______________________________
Street: ______________________________
____
City State Zip Code
Fax #: ______________________________

Print Form