



Tillamook County
Emergency Communications District
— 911 —

Instructions for Completing Public Records Request

1. Page 2 of this form must be filled out completely. Clearly print or type to avoid any confusion or delays in preparing of the requested records.
2. Page 3 of this form must be filled out as follows:
 - **Purpose of Request** – please mark appropriate boxes.
 - **Required Agency Authorization** – this section must be filled out and signatures obtained prior to submitting records request. Please contact Public Safety Agencies for authorized signatures. Do not complete this section if this is a Criminal Defense Case, please leave blank.
 - **Criminal Defense Cases Only** – this section must be filled out completely if this is for a Criminal Defense Case, otherwise leave blank.
 - **Submission Checklist** – please mark appropriate boxes and fill out the amount and check no. fields.
 - The person requesting the records must sign and date the request.
3. Fees for records:
 - a. All public records requests will be charged at a rate of \$35/hour with a one (1) hour minimum charge. If a request for records requires the District personnel to spend more than one (1) hour researching and preparing records, the District will charge a fee of \$35/hour billed in quarter hour (15 minute) increments after the first hour.
 - b. The rate for a Call For Service report is \$10/per report. If the request requires the District personnel to spend more than 15 minutes researching and preparing the records, the District will follow the pricing guidelines for public records requests in Section 3a.
 - c. Charges for copying maps or other nonstandard size documents will be charged in accordance with the actual costs incurred by the District.
 - d. If the request is of such a magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
 - e. The appropriate fee must accompany this request, in the form of **check** or **money order** payable to Tillamook County Emergency Communications District. No cash or credit cards will be accepted.
4. Please allow up to 15 business days for completion of this Public Records Request once all required documents and fees are received by our office.
5. Please direct any questions to the Administrative Assistant at 503-842-3446.



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Public Records Request

Today's Date:		Requested Completion Date:	
Name:		Firm (if applicable):	
Address:		Phone:	
City, State, Zip:		Email Address *Required*	
Requested Records:			
<input type="radio"/> Audio Tape Recording of: <input type="radio"/> 911 call only <input type="radio"/> Telephone <input type="radio"/> Radio (Select Channels): <input type="radio"/> Police <input type="radio"/> Fire <input type="radio"/> EMS <input type="radio"/> Other: _____ <input type="radio"/> Call For Service (CFS) Report			
Date of Incident:	Time of Incident:	Location of Incident:	
Call For Service No.:		Agencies Involved:	Agency Case No.:
Name of 9-1-1 Caller:		Phone called from:	
Type of Incident:		Name of Person(s) Arrested:	
Details of Request:			

