



HILLSBORO POLICE DEPARTMENT PUBLIC RECORD REQUEST FORM

Public Record Requests may take up to 14 days dependent upon whether a record review or record release is required by the Hillsboro Police Department, District Attorney's Office or the Juvenile Department. Pre-payment of a minimum of twelve (12) dollars is required prior to processing the request. Acceptable forms of payment include: exact cash (in person), money order, cashier's check, business check, or Visa/MasterCard. If the request is denied, refunds will generally be mailed within 10 business days. If a request is denied, the requester is entitled to file an appeal through the Washington County District Attorney's Office.

Requests for child abuse reports that have been referred to Department of Human Services (DHS) are not releasable by HPD. (ORS 419B.035).

Under Oregon Public Records law, cases still under investigation or open with a court are not releasable. (ORS 192.345 (3)).

Type of Public Record Requested: Police Report BWC Video
 Digital Photos Other _____

I certify that I am not making this request for the purposes of immigration enforcement.

Today's Date		Time	
Requester's Name		Phone Number	
Address – Please ensure you provide a complete & current address in the event we need to issue a refund			
Email			
CASE INFORMATION			
Date & Time of Incident		Case Number(s)	
Type of Incident		Incident Location	
Involved Person(s) <input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names)			
Relationship of requester to Persons Named in Report <input type="checkbox"/> Self <input type="checkbox"/> Other (Describe Relationship)			
Signature of requester			Date

I agree not to use, share or disseminate any information pertaining to the record other than for lawful purposes. I understand that I am responsible for all processing fees once the record is requested unless the record is deemed not releasable.

INTERNAL USE ONLY		
Received by:	Date:	Notes (left voicemail, spoke to person, etc.):
Completed by:	Date:	Receipt/Total:

Police Department

Mail 250 SE 10th Avenue, Hillsboro, Oregon 97123 Phone 503.681.6175 Fax 503.681.6267

Web www.hillsboro-oregon.gov

