



Oak Hill Police Department

Chief David P. Ward

415 North Front Street, Oak Hill, Ohio 45656

Phone: (740) 682-6301 FAX: (740) 682-7291



Public Record Request Form

Requestor Contact:

Date of Request: _____

NAME: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone/Cell: _____

Email: _____

How do you want the information? Type of Response requested?: Pick Up | E-mail | Mail | I just want to look at it in person

PART A. PUBLIC RECORDS REQUEST: (If you are only requesting a police incident report, skip to PART B.)

What are you requesting? : Copy of Record | : Other (explain) _____

Part B: POLICE INCIDENT REPORT ONLY:

Date of Incident: _____ Report number?: _____ Officer?: _____

Type of Report: : Theft | : Crash | : Property Damage | : Assault or Domestic Violence |

Other: (explain) _____

What are you requesting? : Copy of Report | : Other (explain) _____

Office Only:

Date Received: ___/___/___

Date Completed: ___/___/___

Type of Response?: Pick Up | E-mail | Mail

Notes:

Record released by: _____

(Employee must sign)