



# Yamhill County Sheriff's Office

*Sheriff Tim Svenson*

535 NE 5<sup>th</sup> Street, Room 143, McMinnville, Oregon 97128-4595

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*"Excellence in Service"*

## RECORDS REQUEST FORM

To receive a copy of any report or record from Yamhill County Sheriff's Office, you must complete this form and pay the required non-refundable fees. There are exemptions that may affect our ability to release a record or require more processing time to redact information that is not releasable. (see *ORS 192.345, 192.355*).

**CASES STILL UNDER INVESTIGATION OR AWAITING COURT PROCEEDINGS ARE NOT RELEASABLE THROUGH YAMHILL COUNTY SHERIFF'S OFFICE.**

### REQUESTOR'S INFORMATION:

NAME/AGENCY (Print): \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS (Optional): \_\_\_\_\_

PREFERRED METHOD OF DELIVERY:  Secure email  Standard USPS mail  Other: \_\_\_\_\_  
(must provide email address above)

### CASE INFORMATION:

Date/Time of Incident: \_\_\_\_\_ Case Number: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Involved Person(s): \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Is this request related to a lawsuit or tort claim in which Yamhill County or Yamhill County Sheriff's Office is named?  Yes  No

Is this request for the purpose of detecting or apprehending persons for the purpose of enforcing federal immigration laws?  Yes  No

Please describe the public record(s) you are requesting:

### RECORD SEARCH/REPORT COPIES

Up to 20 pages and up to 30 minutes processing time \$12.00 per person and/or incident  
Over 20 pages or more than 30 minutes processing time \$12.00 per person and/or incident + Hourly rate of assigned staff  
PHOTO CD/DVD \$15.00 each

Public records requests require a non-refundable search fee of \$12.00, regardless if the record is not located or is determined to be exempt from disclosure. We will not proceed with reports over the \$12.00 fee without prior approval. Completed request and payment shall be mailed or hand-delivered to Yamhill County Sheriff's Office at the address listed above. **Public records requests will NOT be processed until payment is received.**

### OFFICE USE ONLY

Payment Waived by \_\_\_\_\_  
Date Payment Requested: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Deposit?  Yes  No  Required Hourly Rate  
Date Payment Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 Request Denied/Not Releasable/Out of Retention  No Records Found  Released Full Report  Released Redacted Report  
 Photos/Video Provided  Mailed/Faxed/Emailed or  Pick Up Date: \_\_\_\_\_ Processed By: \_\_\_\_\_