

OPEN RECORD REQUEST AND FEE SCHEDULE

CITY OF MARIETTA, OKLAHOMA

CHARGES: A cumulative charge for record search and copying is authorized by state law and has been established by the City. These charges are set at a level to compensate the City for actual costs incurred in honoring your request. Once we have reviewed your request, we will advise you of any additional fees.

NOTE: Searches for commercial purposes or those that are disruptive of City operations (cases prior to the year 2001) are subject to a \$20.00 per hour search fee.

RETURN TO: MARIETTA POLICE DEPARTMENT 105 SOUTH 3RD. MARIETTA, OK. 73448
Fax (580)276-4629 email toi.bone@mariettapolice.org

Name of Requestor/Firm/Company		Telephone Number	
Mailing Address		Contact Person	
City	State/Zip		
Contact Person e-mail address (optional)			
Reason for Request (required)		Date Needed by:	

Incident Information (provide as complete and accurate information as known)

Case # or Citation # (if known)	Officer (if known)		
Date of Incident	Time	AM	PM
Location of Incident/Street Address	City	County	
Persons Involved (full and complete name known) – list additional known persons in comments section			
		DOB	_____
		DOB	_____

PHOTO ID VERIFIED **by:** _____

WARNING: I swear under penalties of perjury, that any accident report or related investigation is not being requested, examined, reproduced or otherwise to be used for commercial solicitation purposes.

Signature (required) _____ **Date** _____

TO BE COMPLETED BY RECORDS DEPARTMENT ONLY (Do not write in shaded area)

Copy Fees:

COPY CHARGE: _____ \$2.00
AUDIO/VIDEO (if available): _____ \$2.00
TOTAL CHARGES _____

- VICTIM (NO CHARGE)
 PARTY INVOLVED IN ACCIDENT (NO CHARGE)

All reports requested are subject to release per state and federal public record statutes. Reports may contain exempt and non-exempt materials and are subject to redaction.