

Union County Sheriff's Office



1109 K Avenue
La Grande, OR 97850
Email: UCSO Records@union-county.org
Phone: (541)963-1017
Fax: (541)963-1023

Public Records Request

Requestor's Information:

Name: _____ Phone #: _____

Mailing Address: _____

Email Address: _____

I am requesting the following record(s): Booking Photo Jail Records
Report Photograph CD

Date/Time of Incident: _____ Case #: _____

Type/Nature of Incident: _____ Location of Incident: _____

Name of Subject Involved: _____ Subject's Date of Birth: _____

Relationship to Subject: _____ Is this record needed for court? Yes No
If yes, date needed by: _____

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

Report will be: Picked up Mailed E-mailed

Please identify the public record(s) you are requesting, as specifically as possible:

I understand that my request may be denied under the Oregon Public Records Law. I certify that the information contained in this request is true and accurate.

Requestor's Signature Date

For official use only

| Quantity | Service | Fee Schedule | Estimate (Office Use Only) |
|------------------------------------|--|---|-------------------------------|
| | Report Search, Production And Redaction | \$35 per hour (under 15 minutes no charge-over 15 minutes = 1/2 hour minimum) plus cost of materials | |
| | Case Reports | \$10.00 for first 5 pages 25¢ per page thereafter | \$ |
| | Booking Photos | \$5.00 | \$ |
| | Photograph CD | \$25.00 | \$ |
| | Jail Records | \$10.00 (\$15 if 11 pages or more) | \$ |
| TOTAL OF ESTIMATED CHARGES: | | \$ | |

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: _____