

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): Report Photograph CD
Jail Records

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	\$
	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: _____