



REQUEST FOR POLICE REPORTS OR OTHER POLICE DOCUMENTS

Municipality of Skagway Police Department

P.O. Box 518 · Skagway, Alaska 99840
Emergency Dial 911 · Office (907) 983-2232 · Fax (907) 983-3632

Skagway Police Department Policy 15.010 addresses Record Copy Requests:

All request for copies of records shall be on a written form. The release of any requested record shall only be upon the approval on the written request form by the chief of police. Once a request for records or documents is received and is complete, the police dispatcher/clerks shall immediately forward said request to the chief for review.

Fee Schedule:

Report	\$25 per Report
Accident Report	\$15 per Report
Research	\$25 per Hour 1 hour minimum
Photo's (on CD)	\$15
Photo's on Photo Paper	\$5 per Photo
Filing Fee	\$25 per request goes toward Research fee upon receipt of requested materials.

Requester's Information:

Last Name	First Name	Middle Name	
Date of Birth	Identification Number	State of Issue	
Home Phone	Work Phone	Cell Phone	
Address	City	State	ZIP Code

One report or document per form

(Example: I am requesting photographs for report # 2010-001, Or I am requesting the photographs for the assault that occurred on or about May 18, 2010 involving John and Jane Doe.) Most reports will have photographs printed on regular paper with the report, however, if you need higher quality photographs we can at your request on a separate request form put photographs on CD or print them on Photo Paper.

I am requesting a copy of: _____

Report #: _____

Reason for request: _____

OFFICE USE ONLY

Date Request Received: _____ \$25 filing fee collected Chief's Review: Approved Denied:

Chief's Comments: _____

Research Hours: _____ X \$25 - \$25 Filing Fee + Fees _____ = Total Due _____ OR

Research Hours: _____ X \$25 - \$25 Filing Fee + Number of Photos X \$5 = Total Due _____

Date Materials Provided or Notice of Denial of Request Given: _____