Juneau Police Department
6255 Alaway Avenue ◆ Juneau, AK 99801
(907) 586-0600 Fax (907) 463-4808

REQUEST FOR RECORDS SEARCH

REQUESTOR Please identify yourself and tell us how to notify you regarding this request. *PLEASE PRINT*

Name _____ Date _____

Address _____ Telephone_____

Email _____ Fax _____

INFORMATION REQUESTED *Please be specific and include the time frame (i.e.: past 6 months, year 2004, etc.)*

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ADMINISTRATION *For staff use only*.

Request received by: _____ Date:_____
Requestor notified: _____
Documents released: _____
Staff Hours to complete:_____
Fee: _____

Request referred to: _____
Request denied by: _____ Date:_____
Reason for denial:_____

IMPORTANT INFORMATION *Regarding your request*.

The information that you are requesting will require staff time for compilations and/or customized computer reports. There is a $75.00 per hour charge for this service. Depending on the complexity of the request and availability of qualified staff, your results may be received promptly or delayed for an indeterminate amount of time.

The information that you are requesting may be denied based upon database limitations. Requests may also be denied that are deemed to be excessive or unreasonable.