



416 Harrison Street · Davenport, Iowa 52801  
Telephone: (563) 326-7790 Fax (563) 326-6131

### Public Record Information Request

Requestor Information (Optional). The Davenport Police Department may not, by law, require any person to identify themselves when requesting public information. However, including your name and information will assist us in contacting you about the availability of the information you are requesting. If you choose not to provide your information, it will be incumbent upon you to register your request as a number and to re-contact this office within 10 days to receive your requested documents.

Name of requestor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

#### Police Reports (Please provide all known information to help locate the record)

Type of occurrence \_\_\_\_\_ Report # \_\_\_\_\_  
(Burglary, Theft, Accident, Address Check, etc.)

Location/Street Address of Occurrence \_\_\_\_\_

Date/Time Reported \_\_\_\_\_

Name of Person involved or Reporting incident \_\_\_\_\_

#### Address Checks

Exact Address \_\_\_\_\_ From (mm/dd/yy) \_\_\_\_\_ To (mm/dd/yy) \_\_\_\_\_

#### Local Background Checks Information provided is only from Davenport Police Records. (Does not include Expunged cases.)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

S.S. # \_\_\_\_\_ Former Name(s) \_\_\_\_\_

Fee Structure: (Persons paying by check will be required to show identification)

- |    |  |   |
|----|--|---|
| 1. | In-person report requests at Records public service window |   |
|    | Viewing a police report                                    | Free - Face sheet only (includes date, time, location and type of occurrence)           |
|    | Copies of police reports                                   | \$5.00 (up to 10 pages)<br>\$5.00 + \$0.25 per page (11+ pages)                         |
|    | No record found  | \$8.00 fee if documentation is required   |
| 2. | Faxed or mailed requests                                   | \$10.00 when documents are faxed or mailed to requestor                                 |
| 3. | On-Line Crash Reports                                      | \$15.00 per crash available on-line from Lexis Nexis                                    |
| 4. | Address Check  | \$8.00 per address (up to 10 pages)<br>\$8.00 per address + \$0.25 per page (11+ pages) |
| 5. | Statistics/Calls for Service                               | \$32.00 per hour (hours rounded to nearest ¼ hour)                                      |
| 6. | Local Background Check                                     | \$8.00 per person (Davenport only)  |
| 7. | Photographs  | \$5.00 per CD   |
| 8. | Audio/Video CD/DVD   | \$25.00 per CD/DVD  |

#### Make all checks payable to the City of Davenport

If mailing this form, PLEASE enclose a self-addressed envelope.

<b>For office use only</b>	
PREPARED BY	_____
REVIEWED BY	_____