



BISBEE POLICE DEPARTMENT

1 HIGHWAY 92

BISBEE, ARIZONA 85603

(520) 432-6055

(520) 432-6058 (FAX)

email: cobpolice@bisbeeaz.gov

WEB SITE: www.CITYOFBISBEE.com

PUBLIC RECORDS REQUEST

(A.R.S. Title 39)

TODAY'S DATE _____

DOB: _____

REQUESTED BY _____

MAILING ADDRESS _____

EMAIL _____

TELEPHONE: _____

COPY

PLEASE READ!

- * Due to the number of requests submitted, we may not be able to process your request immediately. Our goal is to complete all copy requests within 7 to 10 **business days** of receiving the written request/or receipt of the completed report from the officer. If a request cannot be fully processed within ten days, you will be notified by mail.
- * The report will be mailed or made available for pick up as soon as processing is complete.
- * Certain reports cannot be released without a court order.
- * The Bisbee Police Department may restrict certain information as warranted.
- * **Pending/incomplete reports will not be processed until the report is closed.**
- * Cost \$0.25 cents per page. Please ask the Records Clerk for Additional fees for other items requested.

REPORT NUMBER(S) _____

(please use other side if needed)

TRAFFIC ACCIDENT

BACKGROUND CHECK

OTHER _____

(specify time of reports requested)

Location of Incident _____

Date and Time of Incident _____

(date is required otherwise requests may take longer to process)

Your Relationship to the report (Victim, Suspect, Driver, Registered Owner etc.) _____

I certify that I will be using the record's) for NON-COMMERCIAL PURPOSES

COMMERCIAL PURPOSES **

REQUESTOR UNDERSTANDS THAT THE DOCUMENTS WILL BE PROVIDED IN A TIMELY MANNER TAKING INTO CONSIDERATION STAFF AND AVAILABILITY. IF A CASE HAS BEEN SUSPENDED AND/OR UNDER INVESTIGATION THE REPORT **MAY NOT** BE AVAILABLE FOR RELEASE UNTIL CASE HAS BEEN CLOSED BY THE INVESTIGATING OFFICER. I AM AWARE OF THE RESTRAINTS AND PRIVILEGES OF ARIZONA'S PUBLIC RECORDS LAW, A.R.S. § 39-121 et seq.

SIGNATURE OF REQUESTOR

**COMPLETE AN AFFIDAVIT OF COMMERCIAL PURPOSES if you plan to use the record for commercial purposes.

FOR OFFICIAL USE ONLY

DATE RECEIVED _____

RECEIVED BY _____

DATE CMLPTD _____

NOTE: THIS IS A REQUEST FOR THE INCIDENT REPORT(S) ONLY. ADDITIONAL ITEMS SUCH AS PHOTOGRAPHS MUST BE REQUESTED SEPARATELY AT ADDITIONAL COST.

UNCLAIMED COPIES WILL BE DESTROYED 90 DAYS AFTER COMPLETION

DELIVERY OPTIONS

Mail

Email

Call Me When Report is Ready For Pick-Up