**Report**#: **Date of Request**:

**Name of person making request**:

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requestors Phone number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for request**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this request for commercial purposes?** **Yes** **No**

**Date(s) of Incident**:

**Location(s) of Incident**:

**Name(s) of Person/s Involved**:

**Requestors Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am prepared to pay reasonable search and retrieval fees. However, if costs are estimated to exceed $25, your agency is required to notify me within three business days. O.C.G.A. §50-18-71(d). Advance payment is not required unless costs will exceed $500. O.C.G.A. § 50-18-71(d).

If my request is denied in whole or in part, the law requires your agency to justify all exclusions and redactions by reference to the exemptions in the Act, specifying code section, subsection and paragraph. O.C.G.A. § 50-18-71(d). The law also requires you to release all other portions of a record that contains exempt material. O.C.G.A. § 50-18-72(b).

The Georgia Open Records Act sets criminal and civil penalties of $1,000 for any person or entity that fails to comply with the terms of the Act. O.C.G.A. § 50-18-74. Therefore, I will expect your agency to produce the requested records within the three-day limit or give written reasons why the records are unavailable in this time period, as well as provide a timetable for their prompt production. O.C.G.A. § 50-18-71(b)(1)(A).

* **Sheriff’s Office has 3 business days to review and furnish copy of material and a 5-day extension may be required.**
* **Commercial use request allows for 21 business day response or less.**