



# POLICE REPORT / EVIDENCE REQUEST FORM

North Slope Borough Police Department

PO Box 470 Utqiagvik, Alaska 99723

Phone: 907-852-0311; Fax: 907-852-0318

Email Address: Police Records [police.records@north-slope.org](mailto:police.records@north-slope.org)

Email Address: Police Evidence [police.evidence@north-slope.org](mailto:police.evidence@north-slope.org)

## 1. REQUESTER'S INFORMATION

Full Name:
Phone #:
Email Address:
House / Mail Box #:
City / State / Zip:

## 2. RECORDS REQUESTED

<input type="checkbox"/> Police Report	<input type="checkbox"/> Audio Recording
<input type="checkbox"/> Cad / Call Log	<input type="checkbox"/> Photograph
<input type="checkbox"/> Other: _____	
_____	
_____	

## 3. INCIDENT INFORMATION

Incident Number (if known): \_\_\_\_\_

Date of Incident:	Brief Description of Incident:
Time of Incident:	
Place of Incident:	
People Involved:	

## 4. PURPOSE OF REQUEST

- Personal Use
- Insurance Claim
- Attorney / Legal Matter
- Other: \_\_\_\_\_

### Preferred Delivery Method:

- Email/ Secure Download Link
- Department Issued Thumb Drive
- Paper Copies via Mail (\$0.50/reports/page)
- In Person Pick – Up

## 5. DELIVERY & MEDIA FORMAT

To ensure the security and efficiency of data transfer, the following protocols apply:

### DIGITAL DOWNLOAD:

- A secure link may be provided to file downloads at no additional cost (excluding personnel fees if applicable)
- Secure links are only available for total data amounts under 20GB.

### PHYSICAL MEDIA (THUMB DRIVE)

- If the requested data exceeds 20GB, the requester is required to purchase a department-issued thumb drive.
- For the integrity and security of the department network, personal thumb drives from the public will not be accepted.
- The requester will be charged the actual cost of the department-issued thumb drive.

## 6. FEE ESTIMATE & PREPAYMENT

Duplication Fees	Standard duplication fees may apply for printed pages, Photographs or audio files.
Personnel Fees	In accordance with AS 40.25.110 personnel costs may be charged if the request requires more than 5 hrs. staff time.
Estimate Costs	Requesters will receive a good faith estimate of all applicable costs before the request is released.
Prepayment	Per North Slope Borough Ordinance 2.42.070, the department may require full prepayment of estimated costs before processing the request.

## 7. FOR OFFICE USE- ESTIMATE

Estimated Pages (\$0.50/reports/page) / Media:	\$
Duplication Fees:	\$
Personnel Fees:	\$
Other Fees (e.g. media):	\$
<b>TOTAL COST:</b>	<b>\$</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Pick-Up: \_\_\_\_\_ Requester's Signature: \_\_\_\_\_

### OFFICE USE ONLY

Date Email: \_\_\_\_\_ Sender's Signature: \_\_\_\_\_