



ATHENS-CLARKE COUNTY POLICE DEPARTMENT OPEN RECORDS REQUEST FORM

This request should be sent to Open Records Officer, Melanie Burton for fulfillment: Pursuant to O.C.G.A. §50-18-70 et. seq., a fee will be charged for the search, retrieval, and redactions required to complete your request. Legally privileged information will not be provided. **Please print legibly.**

About you:	Your Name:			
	Company Name:			
	Mailing Address: (Unless specified otherwise; correspondence regarding your request <u>will be</u> sent to this address)	Street:		
		City:	State:	Zip:
	Phone Number(s):			
	Email Address: (Use only if you wish to receive correspondence via email.)			
	Date and Time of Request:	Date:	Time:	
About your request:	Is your request regarding:	___Criminal Incident ___Vehicle Accident ___Other		
	Report Number(s):			
	Date of Incident:			
	Street Location of Incident:			
	Name of Person(s) Involved: Include Date of Birth:			
	Please describe your request; be very detailed. Continue on the back if necessary.			

- Open records requests may be taken by telephone by the Open Records Officer.
- **Online Open Records requests:**Please use the following email address: **police_orr@accgov.com**
- If you prefer electronic correspondence, please provide your email address in the Email Address section of this form.
- You will receive a response within **3 business days (not including the day the request was received)** with available records and/or cost and/or time estimate.
- If you need further assistance, please call (762) 400-7129.