

# APPLICATION FOR PUBLIC RECORDS

City of Des Moines Police Department

Police Case Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ Offense: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of Person(s) involved: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Check the box next to the information you are requesting and provide the applicable information. Fees are charged per event requested.

<u>\$5.00 each:</u>		<u>\$15.00 for the first 15 minutes, \$10.00 each additional 15 minutes*:</u>	
Vehicle Accident Report	<input type="checkbox"/>	Dispatch Audio Record	<input type="checkbox"/>
Police Case Report	<input type="checkbox"/>	Body Camera Recording	<input type="checkbox"/>
Trip Log	<input type="checkbox"/>	In-Car Camera Recording	<input type="checkbox"/>
OWI Report	<input type="checkbox"/>	Photo CD	<input type="checkbox"/>
Officer's OWI Certification	<input type="checkbox"/>		
PBT Calibration Log	<input type="checkbox"/>		

\*Time spent to prepare the media. Please provide a contact number below so a representative can contact you with an estimate and the options available to be most cost-effective.

For Arrest Record and VISA Letter Requests only:  Arrest Record \$5.00  VISA Request \$5.00

Name: \_\_\_\_\_ Alternate Name: \_\_\_\_\_

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

D.O.B. \_\_\_\_\_ SSN: \_\_\_\_\_

Month Day Year

Application is hereby made for the requested records maintained by the Des Moines Police Department in accordance to City Ordinance 2-130. Records requested may be confidential under the City Ordinance or Code of Iowa and not available for release. Requests will be handled immediately if possible. Requests not immediately available will be processed as soon as possible and in most cases within 5 working days.

Applicant's Name and Address (for mailing purposes) \_\_\_\_\_ Phone Number (pickup/estimate) \_\_\_\_\_

Pick up in-person  Mail (include ZIP code)

Acceptable payment methods: MasterCard, Visa, Check, or Exact Cash. No Change available.