



REQUEST FOR GENERAL POLICE RECORDS

Responses will only address records possessed by HPD

Today's Date: _____

Requested Information

provide any/all available information to help locate requested report(s)

Report #(s) _____

Report/incident type: _____

Person(s) involved : _____

Specific Date _____

_____ or date range: _____

Location incident(s)/report(s) occurred : _____

Requestor's Information:

Name (Printed) _____

Signature : _____

Photo Id Required : please provide when submitting this request

Phone: _____ Cell _____

Email Address: _____

Official Use Only

Approval needed : _____ yes _____ no _____ by Lieutenant or above

Approved for release by: _____ Title _____

Records released to requestor by: _____ Date: _____