



## OPEN RECORDS REQUEST

To submit an Open Records Request, complete this form and submit it via U.S. mail, fax or deliver in person. You will be notified of the details pertaining to your request and any costs associated with it. As per Georgia law, the Forsyth Police Department is allowed three business days to respond to the request. Please retain a copy of this request for your files.

Requestor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

\_\_\_\_\_

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Requested Records: \_\_\_\_\_ Case # (If provided): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned person requesting such records understands there is a per copy charge and possibly an employee charge depending on the amount of information requested, a ten (\$10) dollar fee for USB drives with video footage, and any additional fees required for certification of documents, or for personnel costs associated with the search for and retrieval of such records.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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**(Signature of person requesting records)**

Request received by: \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Visit \_\_\_\_\_