



City of Piedmont Police Department
400 Edmond Rd. NW
P.O. Box 488
Piedmont, OK 73078
(405) 373-1334



REQUEST FOR RECORDS

Records are open for inspection unless exempt from disclosure by the Open Records Act or other laws. All requests for records will be reviewed by the Records Custodian prior to release of information. A reasonable time is allowed by law to furnish the record requested, and a charge for providing access / copies to public records is also authorized by law. Access charges are set at a level to compensate the City for the actual costs incurred in honoring your request. **Charges are set according to Oklahoma Open Records Act. (See following page for fees)**

RECORD SOUGHT (Be as specific as possible, e.g.: address of occurrence, party involved):

YOUR NAME: _____

YOUR ADDRESS & PHONE NUMBER: _____

DATE & TIME OF REQUEST: _____

SIGNATURE: _____

(To Be Completed by Records Custodian)

Record Provided: _____

No. of Copies: _____ Staff Time Involved: _____

Total Charges: _____ Receipt #: _____

Records Custodian: _____



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NOTICE TO OUR PATRONS

Pursuant to the Oklahoma State Statues, Title 51 (Oklahoma Open Records Act) and Chapter 3, Section 2-304 (Open Records) of the Piedmont City Code, the following fees for copies of records and record searches are established:

◇ Copy of Motor vehicle accident/Crime Incident reports (per page)	\$0.25
◇ Certified copies (per page)	\$1.00
◇ Copy of arrest record (per page)	\$.25
◇ Certified copy (per page)	\$1.00
◇ Search fee for Police Dept. Records cost (minimum charge)	Actual \$2.00
◇ Video/audio recording will be contingent cost upon research and any redaction necessary prior to release and authorization of the Piedmont Chief of Police	Actual

**Piedmont Police Department
Records Division
Hours of Operation: 7:30 a.m. – 5:30 p.m.
Monday – Thursday (excluding holidays)
7:30 a.m. – 11:30 a.m.**

Friday (excluding holidays)