

# **ELKHART COUNTY SHERIFF'S OFFICE**

## **REQUEST FOR PUBLIC RECORDS**

**Please type or print all information**

**POLICY:** The Elkhart County Sheriff's Office will provide any and all information permitted under the appropriate sections of Indiana's access to public records act (IC 5-14-3).

To complete your request thoroughly and quickly, we ask you to provide as many details as possible about the information being sought.

### **1. Requesting agency or individual:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### **2. Subject of the request:**

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

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ SSN: \_\_\_\_\_

### **3. Type of information sought (please check the appropriate line):**

Criminal offense: \_\_\_\_\_ Crash report: \_\_\_\_\_ Booking: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

\_\_\_\_\_

**(please continue to other side)**

**4. Information about the request:**

Case or inmate number (if known): \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Records sought (please check the appropriate lines):

- A. Information identifying the person, including name, age and address;
- B. Information concerning any charges on which the arrest or summons is based;
- C. Information relating to the circumstances of the arrest or issuance of a summons, including: time, location, and investigating or arresting officer (other than undercover) and agency;
- D. The reasons for the person being placed in jail;
- E. The time and date the person was received into custody, discharged or transferred;
- F. The amount of the person's bail or bond, if it has been fixed;
- G. The time and nature of the agency's response to all complaints or requests for assistance at a defined location; and
- H. Information about alleged crimes or infractions, including: time, date, location of the occurrence, victim information (as allowed under law), factual circumstances about the incident, and a general description of any injuries, property or weapons involved.

5. Information will be made available for inspection at the records division of the sheriff's office, 26861 C.R. 26, Elkhart, IN 46517. Records can be mailed, though government standards for copying fees may apply. If you wish to have the information mailed, please check the line below and the records division will notify you of any costs.

Mail delivery requested \_\_\_\_\_

Printed name of requester: \_\_\_\_\_

Signature of requester: \_\_\_\_\_

Date: \_\_\_\_\_

Form updated March/2020

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**To be completed by records division:**

Date received: \_\_\_\_\_ Clerk: \_\_\_\_\_

Date of response: \_\_\_\_\_ Records available: \_\_\_\_\_