



SOMERTON POLICE DEPARTMENT RECORDS REQUEST FORM

928-722-7326

spdrecords@somertonaz.gov

The information you provide will assist the Somerton Police Department Records Section in fulfilling your request under Arizona Law.
Some information may be protected and not releasable.

Name of Requestor: _____ Requested Date: _____

Address: _____

Phone Number: _____ Email Address: _____

Signature: _____

I hereby certify under penalty or perjury that the requested record(s) will not be used for commercial purposes as define in ARS 39.121.03

PLEASE READ AND SELECT THE CORRECT SECTION

- If you need a copy of your **Case Report and/or Collision Report**, proceed to **Section A**.
- If you need a **Local Record Check/ Clearance Letter** proceed to **Section B**.
- If you need any form of **Digital Media** from your case such as **Photos, Videos, or Audio Recordings**, proceed to **Section C**.

SECTION A: CASE/COLLISION REPORT \$5.00

(Additional .50 cents per page if over 10 pages)

Case Report Number: _____

Date/Time of Incident: _____

Location of Incident: _____

Type of Incident: _____

Name(s) of Persons Involved: _____

SECTION B: Local Records Check / Clearance Letter- \$5.00

(Must include date of birth for name check.)

Name: _____

DOB: ____/____/____

Social Security Number: _____

The Somerton Police Department will conduct a Criminal History check for individuals. The Records Check will provide a local search of Somerton Police Department files – ONLY. A search of records from other jurisdictions will not be conducted and you must contact each agency separately. For a state record check, you must contact the Arizona Department of Public Safety at 602-223-2000.

NOTE: WE ONLY GO BACK 10 YEARS PRIOR TO REQUEST DATE.

*Providing your Social Security Number ensures accuracy in checking your criminal history information. You may choose not to provide this information, however, that may hinder our ability to provide accurate information. **Government issued photo ID MUST be provided with request.***

SECTION C:

DIGITAL MEDIA: BWC Video / 911 Audio: \$20.00 Per Disc, plus a \$20.00 employee hourly rate (per statute) - Photos: \$10.00 Per Disc

BWC Video: ☐ 911 Audio: ☐ Photograph Disc: ☐

How would you like your Records released to you:

Email (Excluding Media): ☐

Pick Up (445 E Main St.) ☐

U.S. Mail (Additional Mailing Fees will Apply) ☐

SPD RECORDS USE ONLY

Request Taken By: _____

Request Processed By: _____

SPD RECORDS USE ONLY

[illegible]

Attempts to release documentation:

[illegible]