



Clark County Sheriff's Office



Request for Copy of a Report

Mail to:
Clark County Sheriff's Office
120 N. Fountain Avenue
Springfield, OH 45502

Fee schedule effective September 29th, 2007
\$.10 cents per page
\$1.00 per disk for records downloaded on CD
\$2.50 for a DVD/CD (to include 911 calls)
\$1.00 each photograph print

Date: _____

Type of Report Being Requested:

Crime Report (Nature of Incident): _____ Report #: _____
(Examples: Theft, Vandalism, Assault, B&E, other)

Motor Vehicle Crash Report Report #: _____

911 Call (Audio) Body Camera Footage Photos

Person(s) Involved: _____

Location of Incident: _____

Date of Incident: _____ Time: _____ AM/PM

My interest in this matter is:

1. I am one of the parties involved.

2. I represent the _____ Insurance Company.

3. I am an attorney retained by _____.

4. I am a citizen authorized to represent _____.

Print Name: _____ Email address: _____

Signature: _____ FAX number: _____

Phone Number: _____

Address: _____

A self-addressed, stamped envelope must accompany all requests.

The Clark County Sheriff's Office complies with the legal requirements as related to public information dictated by Ohio Law.

Office Use Only:	Reason
<input type="checkbox"/> Completed on: _____	<input type="checkbox"/> Open Case/Under Investigation
<input type="checkbox"/> Notified on: _____	<input type="checkbox"/> Juvenile
<input type="checkbox"/> Denied on: _____	<input type="checkbox"/> Sensitive Matter for Safety/ Victim Privacy Reasons
Completed by: _____	<input type="checkbox"/> Needs to be requested by discovery in the court system
	<input type="checkbox"/> Other: _____