



**TULSA POLICE DEPARTMENT  
INFORMATION SERVICES DIVISION – RECORDS SECTION**

**REQUEST FOR COPYING OF CITY PUBLIC RECORDS**

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

Today's Date:  \_\_\_\_\_

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


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

Address: *(If for Business)* \_\_\_\_\_

Business or Personal (Circle one please)

Please give the **REPORT NUMBER** or all available information you have about the records you request - pursuant to the **Oklahoma Open Records Act.**  
(VAGUE OR OPEN-ENDED REQUESTS WILL NOT BE ACCEPTED OR PROCESSED)

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

Your Signature:  \_\_\_\_\_

**\*\*\*NOTIFICATION WILL BE MADE UPON COMPLETION OF THIS REQUEST\*\*\***

**REQUEST FOR MULTIPLE REPORTS/COPIES**

<u>Offense Date</u>	<u>Report Number</u>	<u>Crime Type or Arrest Report</u>	<u>Name, DOB, Identifying Information for Victim(s), Warrant #'s</u>
<i>EXAMPLE</i> <u>12-23-2012</u>	<u>2012-090776</u>	<u>Burglary</u>	<u>Janetta Marie Deaux, 111 N. Main, CF13011</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RECORDS USE ONLY

Immediate Processing:  
Date & Time received and processed: \_\_\_\_\_ Clerk: \_\_\_\_\_

Date and time request received: \_\_\_\_\_ Received by: \_\_\_\_\_  
Date and time request completed: \_\_\_\_\_ Completed by: \_\_\_\_\_  
Date and time requestor notified: \_\_\_\_\_ Notified by: \_\_\_\_\_  
Date and time request picked up: \_\_\_\_\_ Fee charged: \_\_\_\_\_