



## COBB COUNTY POLICE DEPARTMENT

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## COBB COUNTY POLICE RECORD REQUEST

Request date: \_\_\_\_\_

☐ **Incident (Type of Incident: \_\_\_\_\_)** ☐ **Accident**  
*If report is designated as juvenile or stalking – you must provide clear copy of valid identification.*

Case Number: \_\_\_\_\_ Date of report: \_\_\_\_\_

Location of Incident/Accident: \_\_\_\_\_

Name of Individual on Report: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

How are you involved? ☐ Victim ☐ Suspect ☐ Complainant ☐ Driver ☐ Passenger ☐ Witness

☐ Attorney/Insurance Agency ☐ News Agency ☐ Other \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

***(Pursuant to OCGA 50-18-71(b)(1)(A) You will be notified within three (3) business days)***

**Report fees and retrieval:** **1)** 50-18-71 (c)(1) and (2) The first fifteen minutes of review and/or copying is free. After fifteen minutes, a fee of \$14.62 (unless otherwise noted below) will be assessed per hour in addition to copying fees. 10 copied pages or more will be 10¢ each. **2)** Records to be mailed will be standard copying fee plus postage. **3)** Reports will be sent by e-mail when possible (if provisions are met in accordance with OCGA 50-18-72(a) (20) (B)(v). **4)** OCGA 40-9-30 \$5.00 accident report fee for non-involved parties. **5)** Pursuant to OCGA 50-18-96(g) videos from officers' in car camera or body cameras are \$10.00 each.

### **Accident Reports for Non-involved Party Complete this Section**

**(Please be aware there is \$5.00 fee for accident reports)**

### **Accident Report Statement of Need Pursuant to O.C.G.A. Section 50-18-72(5)**

I, \_\_\_\_\_, having need of the Accident Report listed below, certify that I have the relationship of \_\_\_\_\_ or need of the Report for the reason of \_\_\_\_\_ I further certify that the report(s) and information therein will not be transferred to any other individual or group.



COMMITMENT - SERVICE - PARTNERSHIP



**OFFICE PERSONNEL ONLY**

**After review of the above request, the report will or will not be released under the following provisions:**

- ☐ **Full Copy** - Open for release with limitations pursuant to OCGA 50-18-72(a)(20); 50-18-72(a)(21)(A) thru (E).
- ☐ **Initial Copy** / ☐ **Arrest Copy** - Initial report only pursuant to OCGA 50-18-72(a)(4) and with limitations pursuant to OCGA 50-18-72(a) (20); 50-18-72(a) (21) (A) thru (E). When the report is regarding an active investigation or arrest, you will only have access to the first section of the report. This does not include videos, supplemental reports, photographs, or other information. Also, the same items listed above for the Full Report will be redacted.
- ☐ **Cannot** be released pursuant to OCGA
  - ☐ 49-5-40(b) involves child abuse or child neglect
  - ☐ 49-5-41.1 juvenile violation of controlled substance
  - ☐ 15-11-708(b) involves juvenile offenders
  - ☐ OCGA 35-3-30 this report is unavailable because an arrested party had the arrest record expunged. You will need to contact the prosecuting attorney or present a court order by a court of record of this state
- ☐ **Victim/Involved party information removed** 50-18-72(a)(3) protect involved party
- ☐ **Accident** report is available pursuant to OCGA 50-18-72(a)(5).
- ☐ **Other** \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_  
Date

File # \_\_\_\_\_

