



# Douglas County Sheriff's Office

Tim Pounds, Sheriff

Kenneth Conner, *Chief Deputy*  
Doug Oliver, *Colonel*

8470 Earl D. Lee Boulevard  
Douglasville, Georgia 30134  
(770) 942-2121

## REQUEST FOR OPEN RECORDS ACT REQUESTER INFORMATION

\*RECORDS WILL HAVE **3 BUSINESS DAYS (72 HOURS)** TO **RESPOND** TO YOUR REQUEST ONCE IT IS RECEIVED BY OUR DEPARTMENT.

DATE: \_\_\_\_\_

REQUESTER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE AND NAME OF RECORD/DOCUMENT: \_\_\_\_\_

SPECIFIC DETAILS ABOUT RECORD/DOCUMENT REQUESTED:

\_\_\_\_\_

**REQUESTER'S SIGNATURE:** \_\_\_\_\_

### COST:

- 1<sup>ST</sup> 15 MINUTES ARE FREE
- \$18.78 PRO-RATED PER HOUR- RECORDS DEPT. **ONLY**
- \$.10 CENTS PER PAGE
- PROOF OF INCARCERATIONS, LOCAL CHECKS, AND ACCIDENT REPORTS ARE \$2.00 EACH

OTHER DEPARTMENTS MATERIALS AND TIME COSTS MAY VARY-IF RECORDS IS REQUIRED TO SEND YOUR REQUEST TO ANOTHER DEPARTMENT; THEIR COST FOR TIME IS DIFFERENT FROM RECORDS COST AT **\$18.78**. THE COST IS DETERMINED BY THE LOWEST PAID EMPLOYEE OF THAT DEPARTMENT THAT CAN **PULL** THE REQUESTED RECORDS. **\*Please Note: We may require a down payment for a projected cost. There may be additional fees. Until the video is pulled, viewed, and appropriately redacted, we do not know the full total. The down payment will be applied to the final costs. \***

**\*\*\* THE SHERIFF'S OFFICE IS WORKING DILIGENTLY ON YOUR OPEN RECORDS REQUEST, AND RECORDS MAY NOT BE RECEIVED THE SAME DAY AS REQUESTED, WE MAY REQUIRE PAYMENT IN EXCHANGE OF SERVICES RENDERED. IT MAY TAKE TIME TO PULL THE REQUESTED RECORDS AND THE RECORDS DEPARTMENT MAY REQUIRE A DOWNPAYMENT BEFORE WE BEGIN THE PROCESS. BY SIGNING THE AGREE TO PAY LINE, IT IS UNDERSTOOD BY THE SIGNEE THAT ANY MONEY EXCHANGED, INCLUDING A DOWNPAYMENT IS NON-REFUNDABLE. \*\*\***

**PLEASE SIGN IF YOU AGREE TO THE PAYMENT CONDITONS ABOVE:** \_\_\_\_\_

**\*\*For Records Use Only\*\***

PERSONNEL PREPARING REQUEST: \_\_\_\_\_

REQUEST PROCESSED: \_\_\_\_\_ REQUEST DENIED: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_