



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:

- 1ST 15 MINUTES ARE FREE
- \$18.78 PRO-RATED PER HOUR- RECORDS DEPARTMENT **ONLY**
- \$.10 CENTS PER PAGE
- PROOF OF INCARCERATION FORM, LOCAL RECORD CHECK LETTER, AND ACCIDENT REPORTS ARE \$2.00 EACH

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

RECORDS PERSONNEL PREPARING REQUEST: _____

REQUEST PROCESSED: _____

REQUEST DENIED: _____

REASON FOR DENIAL: _____

OTHER DEPARTMENT PROCESS (IF APPLICABLE)

DEPARTMENT: _____ PERSONNEL: _____

HOURLY RATE: _____