**Public Record Request**

**Please be advised that this public record request form is intended to enhance our office’s ability to identify, locate and deliver the records sought. Writing is not mandatory and you have the right to decline to do so.**

**Public record requests are Monday through Friday from 8:00 a.m. to 4:00 p.m. in the main lobby of the Sheriff’s office.**

**To better serve you, please provide as much information as you can.**

**Requester’s Name:**

Knowledge of you identity is intended to enhance our office’s ability to deliver the records sought. It is within your right to decline to reveal your identity.

**A contact number:**

A contact number where you can be reached for any questions we have is intended to better serve you. It is within your right to decline to reveal a contact number.

**Name of any individual who is involved in the record you seek:**

**Location of where the incident occurred:**

**Date the incident took place:**

**If you are requesting multiple records for an individual or an incident location, please provide the time frame for which you are seeking:**

**If you are requesting a copy of a recording, please be advised that recordings are $1.00 per disk, but we will be glad to email your request free of charge.**

**Please check below the manner in which you would like your request delivered.**

 **In Person-** Please be advised that there is a charge of 5 cents per page.

 **E-Mail –** Please provide your email address.

 **Fax –** Please provide your fax number.

 **Mailed –** A self-addressed stamped envelope is required.

 **Recorded copy via disk –** Please be advised there is a $1.00 charge per disk.

**There are times when it has been determined that the Ashland County Sheriff’s Office did not respond to the call that is requested. Should that be the case in your request, I have checked below the agency that may have the report for you.**

The Ashland County Sheriff’s Office did not respond to the call you have requested.

Please check with the Ashland Police Department @ 419-289-3639. At the prompt, select records.

Please check with Post 3, Highway Patrol @ 419-289-0911

Attached is the initial Cad report for the record you have requested. If you desire additional information regarding this record, you will need to contact Denise at the Detective Bureau.

**Thanks for your assistance and cooperation.**