

# Portales Police Department

Christopher Williams, Chief of Police



## Police Report Request

To: Custodian of Records  
42427 US Highway 70  
Portales, NM 88130  
575-356-4404

Requesting Date: \_\_\_\_\_

Requesting Person:

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

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

Telephone Number: \_\_\_\_\_

Date and Location of Incident: \_\_\_\_\_

Case Number and/or Officer's Name: \_\_\_\_\_

Please circle what the report you are requesting is in reference to:

Crash Report

Incident Report

Call Sheet Report

*I agree to pay the applicable fees (\$3.00 for the first three pages, and \$1 dollar per additional page) for copying and transmitting the records. If the charges exceed \$\_\_\_\_\_, please call me to discuss. I understand that I may be asked to pay the fees in advance.*

*If your agency does not maintain these public records, please let me know who does, and include the proper custodian's name and address.*

X \_\_\_\_\_ Date: \_\_\_\_\_

*Requesting Party's Signature*

PPD Processing Officer: \_\_\_\_\_ Date: \_\_\_\_\_