

# Hickory Police Department

## Public Information Request Form



This form is available at the Hickory Police Department or online at [www.hickorync.gov/police/](http://www.hickorync.gov/police/) and may be printed, completed, and faxed to 828-328-6146 or mailed/hand delivered to 347 2<sup>nd</sup> Avenue SW, Hickory, NC 28602.

**Any records produced will be subject to the City of Hickory fee schedule adopted by City Council.**

*You are not required by law to make your request for public records in writing, however by providing the following information it will assist us in accommodating your request in an accurate and prompt manner.*

**Section One: Requestor Information** \*(Print Legibly)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section Two: What Records Are You Requesting?**

Address of request: \_\_\_\_\_

Date range requested for Location/Property Check: \_\_\_\_\_

Please provide any other information about the report(s) you are requesting including any details that may help us locate the information.  
\_\_\_\_\_

What format are the records to be provided in: Paper Copy  CD/USB  Telephone

**Section Three: Method of Contact**

Once the records request has been completed, please notify me via the following method to come pick up the documents that have been prepared:

Telephone or  Email

**Section Four: Signature of Requestor**

I certify that I am the person listed as requestor:

\_\_\_\_\_  
Signature of Requestor Date

**LOCATION/PROPERTY CHECK(S)**

*With all Hickory Police Department Location/Property checks it is important to note that many factors contribute to the number of calls reflected in these reports. In addition to regular calls for service, there are citizen contact calls, self initiated calls by officers, property checks, false alarms, etc. The nature of these calls should be taken into account when analyzing the information provided in these reports.*

***All requests for Crime/Calls for Service reports require a MINIMUM of (5) working days to process.***

**FOR POLICE DEPARTMENT USE ONLY**

Date Received \_\_\_\_\_ Received by (Employee): \_\_\_\_\_

Date Report(s) Completed: \_\_\_\_\_

Date information released: \_\_\_\_\_

Employee releasing information: \_\_\_\_\_ Fee Received: \_\_\_\_\_