



**Daggett County Sheriff's Office**  
**REQUEST FOR POLICE REPORT**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Telephone Number where you can be contacted if necessary: (\_\_\_\_) \_\_\_\_\_

Incident and / or case Report Number: \_\_\_\_\_

Please provide as many details surrounding the incident as possible. Include date and time of incident, full names of individuals involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check one box.**

- I am the subject of this request.
- I am the authorized representative of the subject of the record. (Parent / Guardian)
- Other (please specify relationship) \_\_\_\_\_

**Fees**

- I would like to receive copies of the record.  \$20.00 fee for an initial police report  
 \$1.00 per photo
- I would like to view / inspect the record. (No charge to view or inspect a record)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_

- APPROVED - Requestor notified on \_\_\_\_\_.
- DENIED - Written denial sent on \_\_\_\_\_. Reason for denial \_\_\_\_\_
- Requestor notified that office does not maintain record.

Required notice sent \_\_\_\_\_.

Fee: \_\_\_\_\_ If waived, approved by: \_\_\_\_\_

You can come into the Sheriff's Office to fill out a request, and receive the report the same day, or you can do so by mail.

Mail:

Print out the request form, fill it out and mail with check for the noted amount to:

**Daggett County Sheriff's Office**  
**Attn: Records Department**  
**P.O. Box 219**  
**Manila, Utah 84046**

For questions, please call / e-mail Susie at  
435-784-3255,  
[spotter@daggettcounty.org](mailto:spotter@daggettcounty.org)