

# Cecil Police Department

134 ROUNDTREE STREET

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(229) 223-3900

## OPEN RECORDS REQUEST FORM

(Incident, Citation or Crash Report)

This form serves to assist the Cecil Police Department ("CPD") in efficiently locating and providing responsive documentation for a CPD **incident report, citation, or crash report**. CPD does not require its use.

Please provide as much information as is available to you. Correct spelling is important!

Today's Date: \_\_\_\_\_

Requester's Full Name: \_\_\_\_\_

Requester's Mailing Address: \_\_\_\_\_

Requester's Telephone Number: \_\_\_\_\_

Requester's Email \_\_\_\_\_

1. Check all that apply: \_\_\_ **Incident (Arrest) Report** \_\_\_ **Citation** \_\_\_ **\*Crash Report**

\*Georgia law specifies who may obtain a traffic crash report. See O.C.G.A. § 50-18-72(a)(5).

If you are not seeking a crash report, please skip to Item 2.

If you are seeking a **crash report**, please complete the following:

- My property was damaged in the crash       I was in the crash  
 My minor child was injured in the crash       I was injured in the crash  
 I am an attorney for one of the parties involved in the crash  
 I witnessed the crash  
 I am an insurance representative for property or person(s) in the crash

(Insurer's name) \_\_\_\_\_

(Insured's name) \_\_\_\_\_

I have a personal, professional or business connection with a party to the crash

(Explain) \_\_\_\_\_

Other (Explain) \_\_\_\_\_

2. What **Law Enforcement Agency** made the arrest, wrote the citation, or responded to the crash?

\_\_\_\_\_ What is the **Officer's Name** or **Badge Number**? \_\_\_\_\_

3. What is the **Report Number** of the Incident/Citation/Crash? \_\_\_\_\_

4. What is the **Date** of the Incident/Citation/Crash? \_\_\_\_\_

5. What is the **Full Name** of the **SUBJECT(S)** or **VICTIM(S)** involved? \_\_\_\_\_

6. What is the **CITY** and **COUNTY** where the Incident/Citation/Crash occurred? \_\_\_\_\_

Requests are subject to the Georgia Open Records Act and may result in redactions of protected information as well as a charge for search, retrieval, review and production. See O.C.G.A. §50-18-71 and §50-18-72.