



Public Records Request Columbus Division of Police

120 Marconi Boulevard, Columbus, OH 43215

Phone (614) 645-4925

PublicRecords@ColumbusPolice.org

In-person business is conducted on Wednesdays between 10am and 2pm.



Do not use this form to request incident reports or accident reports		For Internal Use Only	
Please read the information and instructions on the next page before completing the request form.		Public Records # _____	
		Officer Assigned _____	
Note: You are not required to complete this form to make a public records request or to list your name or address etc. (O.R.C. 149.43 (B)(5)). However, completing the form will help in contacting you if there is a question about your request, and to let you know when your request is finished.			
1. Name of person making request: _____ 2. Date: _____			
3. Address: _____ City State Zip			
4. Email: _____			
5. Contact Phone Number: _____		Alternate Phone Number: _____	
6. Type of Record: ☐ 911 Audio ☐ Radio Run Printout ☐ Other: _____ (specifically identify the record(s) you are requesting)			
7. Date and Time of Occurrence		8. Location of Occurrence	
If known, please provide information in blocks 9-14			
9. Accident Report #		10. Incident #	
11. Investigative Unit Case Folder		12. Investigative Detective/Unit	
13. Suspect Name		14. Victim Name	
15. Additional Information: _____ _____ _____ _____ _____			
Public Record Fees			
Photocopies: \$.05/page		CD/DVD: \$1.00 each	
Video (electronically delivered): \$37/hour of video production			
Prices are subject to change without notice. Fees are payable by cash, money order, or certified check made payable to City of Columbus Treasurer - Police (Personal checks not recommended)			
Do not include payment with this form. You will be notified if payment is required.			

Do not use this form to request Incident Reports or Accident Reports.

**Report-only requests can be submitted using
ReportRequests@ColumbusPolice.org**

Please complete the request form by providing the following information:

Note: You are not required to complete this form to make a public records request or to list your name or address etc. (O.R.C. 149.43 (B)(5)). However, completing the form will help in contacting you if there is a question about your request, and to let you know when your request is finished.

1. The name of the person requesting or to be contacted regarding the record.
2. The date this form is being filled out.
3. The complete address including the city, state, and zip code of the person requesting or to be contacted regarding the record.
4. The e-mail address for the person to be contacted regarding the record.
5. The phone number(s) for the person to be contacted regarding the record.
6. Identify the type of record being requested. 911 audio is a copy of the phone call that came in on the 911 emergency phone line. The radio run printout is a paper copy of a call for service (when someone needs an officer to respond).
If additional space is needed use box 15.
7. The date and time of the occurrence.
8. The location of occurrence (complete address, if possible).
9. Accident report # is the number assigned to a crash report completed by an officer or individual.
10. The Incident # is the number assigned to each report.
11. The investigative unit case folder # is the number assigned to an investigation by a detective.
Example: Homicide Folder #94-36.
12. The investigative detective/unit is the name of the detective and/or unit that is investigating the case.
13. Provide all known information about the suspect.
14. Provide all known information about the victim.
15. List any additional information you believe will be helpful in locating the requested record.

Make checks payable to: COLUMBUS CITY TREASURER - POLICE

You will be notified if prepayment is required before your request is processed if one of the following applies:

1. The request is for video.
2. The requested records are too large to be delivered via e-mail.

The Public Records Bureau staff will complete your request upon the availability of the record(s). If contact information is provided, you will be notified upon the completion of your request. All records are subject to redaction.