



CACHE COUNTY SHERIFF'S OFFICE  
D. CHAD JENSEN, SHERIFF

**Request for Records**

If done by mail, notarize signature and send completed request to:

Cache County Sheriff's Office, Attn: Records Custodian  
1225 West Valley View, Suite 200, Logan, Utah 84321

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Check one of the following and attach necessary documentation:

- I am the subject of the record and have furnished a driver license or other picture ID.
- I am the person who provided information for the record and has furnished a driver license or other picture ID.
- I am the parent or guardian of a minor child who is the subject of the records and have provided proof of said relationship with government documents (i.e. birth certificate, court papers).
- I am an immediate family member of a deceased person and have provided a copy of a death certificate to obtain a copy of the incident relating directly to the death.

Specific record/records requested by Incident # or Date of Occurrence (mark all that apply):

- Incident # \_\_\_\_\_ Date of Incident: \_\_\_\_\_
- Photos related to the Incident (\$20/CD)
- Jail Records Dating from \_\_\_\_\_ to \_\_\_\_\_ (\$7 up to 10 pages, \$.50/page thereafter)

**A copy of the requested record will be ready for pick-up or review on Thursday.  
Requests filed after Tuesday will not be available until Thursday of the following week.  
Note: Active reports are not available for release or review until they have been cleared.  
Any record not picked up within 60 days will be destroyed and payment will not be refunded.**

Please mark one of the following:

- I would like to inspect the records. There is no charge to inspect records if done in a reasonable amount of time. These records cannot leave the building and may not be copied. Your appointment is scheduled for \_\_\_\_\_ at \_\_\_\_\_ am/pm.
- I would like to receive copies of the records. I understand that I will be responsible for copy cost. I authorize costs of \$7.00 for each individual printed report, and \$20.00 for photo CD. For jail records, I understand that the cost will be \$7.00 for up to ten pages, and \$.50/page thereafter. I further understand that I am responsible for this financial obligation upon requesting a report copy.
- I would like to receive copies of the records. I request a waiver of copy cost. (If you are indigent you must file for impecuniosity with the courts and show a copy of the court document to receive copies free.)
- I am requesting expedited response. (Please attach information that shows your status as a member of the media and a statement that the records required for a story for broadcast or publication; or please attach other information that demonstrates that you are entitled to expedited response under U.C.A. 63-2-204(3).

Signature \_\_\_\_\_

Date \_\_\_\_\_