



THE VILLAGE POLICE DEPARTMENT
RECORDS REQUEST FORM

2304 MANCHESTER DR
THE VILLAGE, OK 73120

TYPE OF RECORD: TRAFFIC ACCIDENT INCIDENT ARREST

I am requesting information on the following:

CASE NUMBER _____

NAME OF PERSON(S) INVOLVED _____

DATE OF BIRTH _____ RACE _____ SEX _____

INCIDENT TIME & DATE _____

INCIDENT LOCATION _____

Requestor's Name _____ Date _____

Cell Phone _____ Email _____

RECORDS FEES:	CASH OR BUSINESS CHECK ONLY
REPORT REQUESTS \$ 0.25 PER PAGE	ACCIDENT REPORTS \$ 0.25 PER PAGE
VIDEO RECORDINGS ON CD \$ 3.00 EA	FLASH DRIVES \$ 4.00 EA

*****IMPORTANT NOTICE*****

All records will be released in accordance with the terms set forth in the Oklahoma Open Records Act.

Pursuant to the Oklahoma Statute, Title 47 § 40-102, accident reports are confidential for a period of sixty (60) days after the accident. During that time, accident reports will only be released to the following parties:

- Party involved in the collision
- Licensed insurance agents of party involved in the collision
- Legal representative of party involved in the collision
- Insurer of party involved in the collision
- Person under contract with an insurer to provide claims or underwriting information
- Insurer to which a party has applied for coverage
- Licensed private investigator employed by a party involved in the collision
- The Dept of Transportation or any county or city transportation or road and highway maintenance agency
- State, county or city law enforcement agency
- Prosecutorial authority
- Newspaper as defined in Title 25 § 106
- Radio or television broadcaster
- Provider of health services to a party involved in the collision

FOR OFFICE USE ONLY:

RECEIVED BY/DATE & TIME:

RELEASED BY/DATE & TIME:

AMOUNT PAID: _____