



Columbia Heights Police Department

Scott Nadeau, Chief of Police



REQUEST FOR INFORMATION

Requested By:

Name: _____
Address: _____
Company: _____
Phone: _____
Purpose: _____

For internal use only: Date Received _____ Released/Witnessed by: _____ Paid in Advance: \$ _____ Amount Due: \$ _____
--

Information Requested:

A copy of a report
Please fill in the information you know about the report.

Case Number _____
Type of incident _____
Location of Incident _____
Date/Time Reported _____

Local contact with a person
Name: _____
For what time period: _____

Local contact at a location
Full address: _____
For what time period: _____

Information Classified as: __Public __Non-Public __Private __Protected Non-Public __Confidential
Remarks or Basis for Denial Including Statute Section:
Additional Action needed:

WAIVER TO RELEASE INFORMATION

I, (Name) _____ hereby authorize the Columbia Heights Police Department to disclose the following information to the party listed below.

Information to be released: _____

Release information to: _____

Authorizing Signature: _____ Date: _____

Please allow a minimum of 72 hours for processing of all requests.

The City of Columbia Heights does not discriminate on the basis of disability in employment or the provisions of services. EOE.

**Columbia Heights Police Department
Fee Schedule**

Copies of Reports	\$.25 per page
Report on an Address/Person	\$ 5.00
Administrative Vehicle Impound Fee	\$35.00
Administrative Animal Impound Fee	\$15.00
Dog Impound (per day)	\$20.00
Cat Impound (per day)	\$17.00
Digital Photos	\$ 5.00
Copy of Color Photos	\$5.00 for 1st page, \$1.00 each add'l page
Audio/Video CD	\$15.00
Letter of Good Standing	\$10.00
Weekly Accident Report	\$ 5.00
Admin Tag 2-6 am parking Violation	\$25.00
Admin Parking/Moving Violations	Varies
Repeat Nuisance Call Service Fee	\$250.00 Plus add'l fees for excess costs