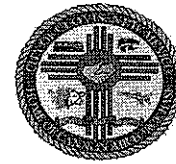




# CLOVIS POLICE DEPARTMENT



## CUSTOMER REQUEST FORM

In accordance with the "Inspection of Public Records Act Compliance Guide" provided by the Office of the Attorney General for the State of NM, Chapter I, 14-2-8, paragraph D, which states, "A written request shall permit the inspection immediately or as soon as is practicable under the circumstances, within 3 business days, but not later than fifteen days." Providing the information below will assist this office in obtaining these records as quickly as possible.

### YOUR CONTACT INFORMATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Identify the records you are requesting by providing the information below (if applicable):

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SSN: \_\_\_\_\_

Use the space provided below to explain what type of records you are looking for:

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**Note:** In accordance with the Inspection of Public Records Act Compliance Guide, records of a person who is accused or suspected of a crime and have not been charged with any criminal offense are not considered public record and therefore will be redacted from the report.

**You will be contacted upon completion of obtaining the requested records. The following charges will apply:** 1) if the person who is requesting these reports is listed as the victim, there will be no charge. 2) all others: \$2.00 per report. 3) Court Dispositions are \$1.00 a page. 4) Photos on CD/DVD \$10 a CD/DVD. 5) Audio/Video on CD/DVD \$10 a CD/DVD.

Report Numbers Provided Are: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_