

MANHATTAN POLICE DEPARTMENT
TOWN OF MANHATTAN
207 S. 6TH STREET, MANHATTAN, MT 59741
(406) 284-6630 FAX (406) 284-6363

REQUEST FOR RECORDS

There is a minimum fee of \$2.00 for copies made with an additional 50 cents per page after the first four pages. Actual cost for reprints of photos and/or copies of video tapes. Records will be processed within ten business days.

Please print legibly or type

Person making request:

NAME: _____

ADDRESS: _____

PHONE: _____

RELATIONSHIP TO RECORDS: _____

(defendant, victim, attorney, other (please explain))

RECORDS REQUESTED: _____ Police Records _____ City Court Records

Type of Event: _____

Date of Event: _____ Location: _____

Individuals Involved:

For completion by City Official

Request Received by: _____ Date: _____

Information Released: _____

Fee: _____ Paid By: _____

Information Released by: _____ Date: _____

Information Received by: _____ Date: _____