

**VILLAGE OF BELLVILLE  
BELLVILLE POLICE DEPARTMENT  
PUBLIC RECORDS REQUEST FORM**

Under Ohio law, you're not required to put your request in writing. You are also not required to identify yourself. However, we ask you to provide the information below because it will help us expedite your records request.

**1. NAME OF PERSON REQUESTING RECORDS:**

\_\_\_\_\_

**2. CONTACT INFORMATION FOR PERSON REQUESTING RECORDS:**

\_\_\_\_\_

**3. DESCRIBE IN DETAIL THE RECORDS SOUGHT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. HOW WOULD YOU LIKE TO RECEIVE THESE RECORDS? MAIL, FAX, EMAIL**

**PROVIDE ADDRESS, FAX OR EMAIL** \_\_\_\_\_

*\*THERE MAY BE A FEE INCURRED FOR COPIES\**

\*\*\*\*\*  
PLEASE DO NOT WRITE BELOW THIS LINE  
\*\*\*\*\*

RECEIVED BY: \_\_\_\_\_

DATE AND TIME OF REQUEST: \_\_\_\_\_

AMOUNT OF MONEY RECEIVED: \$ \_\_\_\_\_

CIRCLE ONE: CASH      CHECK (No. \_\_\_\_\_)      MONEY ORDER

DATE OF COMPLETION: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_