



COBB COUNTY POLICE DEPARTMENT

140 North Marietta Parkway
Marietta, Georgia 30060-1454
(770) 499-3900 • fax: (770) 499-4195
www.police.cobbcountyga.gov

J.R. Houser *Chief of Police*

R.D. Storey *Deputy Chief of Police*

M.G. Dempsey *Deputy Chief of Police*

RECORD REQUEST

Incident Report Number **(ONE REPORT PER FORM)** _____

Type of Incident _____ Date of Incident _____

Name of person listed in report _____

Your Name and involvement _____

Signature

Date and Time

- **If report is designated as juvenile or domestic violence – you must provide clear copy of valid identification.**

Contact Phone Number _____ E-Mail _____

Please check if you would like the report sent to you by e-mail if possible.

(Pursuant to OCGA 50-18-71(b)(1)(A) You will be notified within three (3) business days)

Report fees and retrieval: **1)** 50-18-71 (c)(1) and (2) The first fifteen minutes of review and/or copying is free. After fifteen minutes, a fee of \$13.10 (unless otherwise noted below) will be assessed per hour in addition to copying fees. Pages copied are 10¢ each with the first 9 pages being free. **2)** Records to be mailed will be \$1.00 (pages plus postage); reports mailed over 9 pages are \$1.50. **3)** Reports will be sent by e-mail when possible (if provisions are met in accordance with OCGA 50-18-72(a)(20)(B)(v).

DO NOT WRITE BELOW THIS LINE --- OFFICE PERSONNEL ONLY

After review of the above request, the report will or will not be released under the following provisions:

- Full Copy** - Open for release with limitations pursuant to OCGA 50-18-72(a)(20); 50-18-72(a)(21)(A) thru (E)
- Initial Copy** - Initial report only pursuant to OCGA 50-18-72(a)(4) and with limitations pursuant to OCGA 50-18-72(a)(20); 50-18-72(a)(21)(A) thru (E).
- Arrest Copy**
- Can not be released pursuant to OCGA 49-5-40(b) 15-11-82(b) _____
- Other _____

Please provide additional information: _____

Notes: _____

Due Upon Receipt: _____

Signature of Records Custodian or Designee

Date



COBB COUNTY POLICE DEPARTMENT

140 North Marietta Parkway
Marietta, Georgia 30060-1454
(770) 499-3900 • fax: (770) 499-4195
www.police.cobbcountyga.gov

J.R. Houser *Chief of Police*

R.D. Storey *Deputy Chief of Police*

M.G. Dempsey *Deputy Chief of Police*

Full Copy – this is the entire report on record. Certain things are redacted (blacked out) in accordance with Georgia Law - OCGA 50-18-72(a)(20); 50-18-72(a)(21)(A) thru (E). This includes

- social security numbers, day and month of birth (**the media is allowed to have social security numbers and full birth dates**),
- mother's birth name, credit card information, debit card information, bank account information, account numbers, utility account numbers, passwords used to access accounts, financial data or information,
- insurance or medical information in all records,
- unlisted telephone numbers if so designated in a public record, personal e-mail addresses or cellular telephone numbers,
- information regarding public utility, television, Internet, or telephone accounts held by private customers,
- records concerning public employees that reveal the public employee's home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, and the identity of the public employee's immediate family members or dependents.

Initial Copy –When the report is regarding an active investigation or arrest, you will only have access to the first section of the report. This does not include videos, supplemental reports, photographs, or other information. Also, the same items listed above for the Full Report will be redacted.

Arrest Copy – if a party listed in the report was arrested, you will be provided a copy of the arrest report unless it is protected by law.

If the report cannot be released, the law protecting the report will be cited on the face sheet. Some common laws used to protect reports:

- OCGA 16-6-23(a) the personal identifying information of a victim of a rape or sexual assault.
- OCGA 17-4-20.1(d) this report of family violence where no arrest has been made and is available only to the victim.
- OCGA 15-11-82(b) this report involves juvenile offenders
- OCGA 45-16-27, Crime Scene Photographs of the victim are not available.
- OCGA 49-5-40(b) the report involves child abuse or child neglect
- OCGA 35-3-37(d)(4) this report is unavailable because an arrested party had the arrest record expunged. You will need to contact the prosecuting attorney or present a court order by a court of record of this state.