



**NORTH POLE POLICE DEPARTMENT**  
**125 Snowman Lane, North Pole, Alaska 99705**  
**Phone: (907)488-6902 Fax: (907)488-5299**  
**REQUEST FOR POLICE RECORDS**  
**\$25.00 FEE**



**REQUESTOR** Date Requested \_\_\_\_\_. Please identify yourself and tell us how you are involved with this case. Ensure we have a good phone number to contact you. **PLEASE PRINT.**

<b>Name</b>				<b>Telephone</b>	(907)____ - _____
<b>Address</b>			<b>City</b>		<b>State</b>
<b>Birthdate</b>		<b>Driver's License # / State</b>		<b>Fax</b>	(907)____ - _____

<b>Date &amp; Time of Occurrence</b>	<b>Type of Report</b> <input type="checkbox"/> Incident <input type="checkbox"/> Crime <input type="checkbox"/> Other <input type="checkbox"/> Traffic Collision	<b>Report Case Number</b>
<b>Name or driver, property owner, or involved person</b>		<b>Location of incident.</b>

What is your involvement in this case / incident? (CHECK ONE.)

- |   |  |
|---|--|
| <input type="checkbox"/> Victim                                 | <input type="checkbox"/> Insurance Representative                                      |
| <input type="checkbox"/> Driver, Passenger, Pedestrian          | <input type="checkbox"/> Authorized Individual (Signed Authorization <b>Required</b> ) |
| <input type="checkbox"/> Defendant                              | <input type="checkbox"/> Attorney (Signed Authorization <b>Required</b> )              |
| <input type="checkbox"/> Parent / Guardian of involved juvenile | <input type="checkbox"/> Other party of interest ( <b>SPECIFY BELOW</b> ) ↓            |
| <input type="checkbox"/> Witness                                | _____  |

**DOCUMENTS REQUESTED** Identify and described the documents you are requesting. **BE SPECIFIC.**


You will be contacted by phone Monday – Friday 08:00 am – 5:00 pm when your report is ready for pickup. Fee is \$25.00 and any photos or media type requests will be charged \$30.00 per item. Your report will be held for 30 days from the date of notification and then destroyed. Checks must be made payable to N.P.P.D.

**DO NOT WRITE BELOW THIS LINE**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (or) Request Referred to: \_\_\_\_\_  
 Approved or disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_ Requestor notified: \_\_\_\_\_ Date: \_\_\_\_\_  
 Documents Released: \_\_\_\_\_ Fees Calculated: \_\_\_\_\_ Paid Date: \_\_\_\_\_

**Records – file request in the case file once documents are denied or released.**

**AS 40.25.120. Public Records; Exceptions; Certified Copies.**

- (a) Every person has a right to inspect a public record in the state, including public records in recorders' offices, EXCEPT
- (6) records or information compiled for law enforcement purposes, but only to the extent that the production of the law enforcement records or information
- (A) could reasonably be expected to interfere with enforcement proceedings;
  - (B) would deprive a person of a right to a fair trial or an impartial adjudication;
  - (C) could reasonably be expected to constitute an unwarranted invasion of the personal privacy of a suspect, defendant, victim, or witness;
  - (D) could reasonably be expected to disclose the identity of a confidential source;
  - (E) would disclose confidential techniques and procedures for law enforcement investigations or prosecutions;
  - (F) would disclose guidelines for law enforcement investigations or prosecutions if the disclosure could reasonably be expected to risk circumvention of the law; or
  - (G) could reasonably be expected to endanger the life or physical safety of an individual;

**AS 12.61.110. Confidentiality of Victim and Witness Addresses and Telephone Numbers.**

The residence and business addresses and telephone numbers of a victim of a crime or witness to a crime are confidential. A report, paper, picture, photograph, court file, or other document that relates to a crime and contains the residence or business address or telephone number of a victim or witness, and that is in the custody or possession of a public officer or employee, may not be made available for public inspection unless the residence and business addresses and telephone numbers of all victims and witnesses have been deleted.

**NOTE:** All 911 / Dispatch Logs, Radio Contacts, need to be requested from the District Attorney's Office. They will request them from the Fairbanks Emergency Communications Center or the Fairbanks Police Department Evidence.