

ROSEVILLE POLICE DEPARTMENT

Request for Information



Roseville Police Department- Records Unit

2660 Civic Center Drive, Roseville, MN 55113

Phone: 651-792-7008 Fax: 651-792-7200

PoliceRecords@cityofroseville.com

Requests may be submitted by mail, fax, email, or in person to the Roseville Police Department during normal business hours (Monday - Friday, 8:00 a.m. to 4:30 p.m.). Turnaround time for most requests is 10 business days.

****With the exception of police reports, REQUESTS MUST BE PREPAID. Fulfillment will not begin until we have received payment.****

REQUESTED BY	
NAME & BIRTHDATE (if applicable)	PHONE
ADDRESS	
EMAIL	DATE REQUESTED
REQUESTOR'S RELATIONSHIP TO INCIDENT: <input type="checkbox"/> Complainant <input type="checkbox"/> Auto Accident Victim <input type="checkbox"/> Property Manager <input type="checkbox"/> Suspect/Arrestee <input type="checkbox"/> Crime Victim (Other than auto accident) <input type="checkbox"/> Attorney/Insurance Company <input type="checkbox"/> Other, please specify _____	

INCIDENT DETAILS		
I AM REQUESTING DATA FOR: <input type="checkbox"/> A specific incident <input type="checkbox"/> General calls for service		
DATE(S)	TYPE OF INCIDENT	CASE NUMBER
LOCATION/ADDRESS		
NAME & BIRTHDATE OF SUBJECT INVOLVED* (if different from above)		
ADDITIONAL INFO/COMMENTS		

**You may need a signed release from the data subject. Without a signed release, you may not be entitled to the data requested.*

DATA REQUESTED				
Check the data types you are requesting. The final cost will be calculated by office staff when the request is fulfilled.				
X	DESCRIPTION	COST	QTY	AMOUNT
<input type="checkbox"/>	Police report	<input type="checkbox"/> Emailed Free		
		<input type="checkbox"/> Printed \$0.25/page		
<input type="checkbox"/>	Color digital photos	\$5.00		
<input type="checkbox"/>	911 audio file ¹	\$20.00		
<input type="checkbox"/>	911 transcription	\$20.00		
<input type="checkbox"/>	Squad video	\$30.00		
<input type="checkbox"/>	Body worn camera (BWC) video ^{1,2} (<i>requires notarized release</i>)	\$30.00		

¹Only available to the subject of the data.

²Per Minnesota laws, all persons except the subject of the data and on-duty peace officers must be redacted from the BWC footage before disseminating. The redaction process is lengthy and will cause the request to be fulfilled beyond the 10 day window listed above. The process can be sped up with signed consent forms from other people appearing in the recordings.

FOR OFFICE USE ONLY				
Date Completed:	Released By:	Total Cost:		
<input type="checkbox"/> Copy Released	<input type="checkbox"/> Redacted Copy	<input type="checkbox"/> Request Denied	<input type="checkbox"/> No Record	<input type="checkbox"/> Record Inspected Only
If the requested data is private or confidential, you will be asked to present a photo ID to ensure you are entitled to the data.				
ID verified by (employee name) _____				