REQUEST FOR PUBLIC INFORMATION

Date of Request: __________________________________________

Pursuant to Public Information Act of Maryland, I ________________________________________________________,
(Print Name)

hereby request the below listed information from the Carroll County Sheriff’s Office.  I acknowledge that the Public Information Act pertains to documents ONLY and that the Records Custodian, or his/her designee, according to the Public Information Act, has the right to review this request, having 30 days to grant or deny it, with cause. If the request is granted, the Custodian shall produce the record immediately or within a reasonable period of time. I understand that fees can be charged for retrieving and providing copies of this information. If the request is denied the applicant will be notified within ten working days and provided reasons why it cannot be released.

In some cases, Maryland Law requires the applicant to be a party of interest. This mandates us to ask who you are and why you need the information. Please answer the below listed questions.

What is your interest in the case? (i.e., victim, witness, defendant, media, etc.)
________________________________________________________

If you are an attorney, whom do you represent? ____________________________________________________________

If you are representing an insurance company, who are you acting on behalf of?_____________________________________

I am requesting the below listed information:
Accident Report (List case number or date and time) ____________________________________________________________

Arrest Logs (List date and time) __________________________________________________________________________

Budget/Financial Information ______________________________________________________________________________

Call(s) for Service (List date and time) ______________________________________________________________________

CCSO #157 Rev. 12/14 File ADM 1-3
Child Sex Offender Information (List name or specific area of interest) ____________________________

____________________________________________________________________________________

Copies of News and Press Releases (Provide date or subject matter) ____________________________

____________________________________________________________________________________

Police Report (list case number, date and time) _______________________________________________
Statistical Information _________________________________________________________________

____________________________________________________________________________________

Other (please describe in detail) ___________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signed: ___________________________________________  Date: ________________________________

Name: _________________________________  Phone Number: __________________________

Address: _____________________________________________________________________________

The more specific your request the better we can search and locate the records you are requesting. Be aware common everyday terminology may be used differently in law enforcement and corrections, IE; arrest logs are releasable while arrest records are not. In this instance logs and records, while conceivably can mean the same thing, represent two different sets of documents. When in doubt explain your request in detail.

SHERIFF’S OFFICE USE

Name of Deputy Receiving Request: ____________________________  ID # _____________

Date of Request: ________________________

Request Granted: _______________________
If granted, when was material provided to applicant: _______________________________

Denied: ____________________________

Reasons for denial: ____________________________

________________________________________

Fee: (yes or no) _________________  Time Required for Search: ____________________________