



Colonel Richard L. Hart Jr.
Chief Deputy

James T. DeWees
Sheriff
Office of the Sheriff
Carroll County, Maryland
100 North Court Street
Westminster, Maryland 21157
TTY: 711/800-735-2258



Colonel George R. Hardinger
Warden

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

SHERIFF SERVICES
Phone: (410) 386-2900
Toll Free: (888) 302-8924
Fax: (410) 876-1152



DETENTION CENTER
Phone: (410) 386-2628
Toll Free: (888) 302-8826
Fax: (410) 857-1509

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:** _____