



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 David P. Stem  
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 **ten (10)** 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) \_\_\_\_\_

### 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: \_\_\_\_\_

Email: \_\_\_\_\_

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:** \_\_\_\_\_