RHODE ISLAND DIVISION OF SHERIFFS
PUBLIC RECORDS REQUEST FORM

Requests for records may be submitted by mail to the Rhode Island State Police Headquarters, Legal Office, 311 Danielson Pike, North Scituate, RI 02857; by fax to (401) 444-1105; by e-mail to records@risp.gov, or hand-delivered to any of the RI State Police barracks locations.

Date of Request: _____

Name (optional): _____

Address (optional): _____

City/Town, State, Zip Code (optional): _____

Telephone Number (optional): (Home): _____   (Mobile): _____

Report Number or Description of Records Being Requested:

_____

_____

_____

_____

Please indicate how you wish to receive your response from the following:

_____ Pick up the records   _____ Records to be sent regular mail

_____ Records to be faxed to Fax Number: (_____)_____

_____ Records to be E-mailed to: _____

For Office Use Only

Request Taken By: _____   Request Number: _____

Date: _____   Time: _____   Records Available On: _____

Records Provided: _____ Yes _____ No   _____ In Part

Date response provided if any exemptions are claimed: _____

Costs for Records: Copies $ _____   Search and Retrieval $ _____

Department of Public Safety – Access to Public Records Request Receipt

If you desire to pick up the records, you will be contacted via the phone number or email address, if one was provided, or you may contact the Legal Office at (401) 444-1083 to see when the response is available for pick-up at the Department of Public Safety, Rhode Island State Police Headquarters, at the front desk in the main lobby. If, after review of your request, it is determined that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Department reserves its right to claim such exemption. Note: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please provide the trooper at the front desk of the identifying call log number given to you at the time the request was made. Any parent, guardian or attorney of an involved juvenile requesting records must show identification in order to obtain records, pursuant to R.I.G.L. § 14-1-64.