

CARLSBAD POLICE DEPARTMENT

RECORDS REQUEST FORM

602 W. MERMOD STREET
CARLSBAD, NM 88220
(575) 885-2111

Date: _____

REQUESTOR INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

I am requesting to [] INSPECT or [] OBTAIN COPIES of the following documents:

[] Crime Report

Type of Crime: _____

Name: _____

DOB: _____

Location of incident: _____

[] Non-Crime Report

[] Accident Report

Driver's Name: _____

DOB: _____

Location of incident: _____

[] Other (explain) _____

Please describe the records being requested in the greatest detail as possible:

A person may inspect any public records except those that are specifically protected by the Inspection of Public Records Act or by any other law, court rule or constitutional privilege. Any information which falls under HIPPA guidelines will also not be disclosed.

For office use only

Requested records from: _____

Letter: - Date: _____ [] In Person [] Mailed [] Faxed [] Email

Invoiced: - Date: _____ [] In Person [] Mailed [] Faxed [] Email

Completed: - Date: _____ [] In Person [] Mailed [] Faxed [] Email

Report #: _____

Officer: _____

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Pursuant to Section 14-2-8, NMSA 1978

- A. Any person wishing to inspect public records may submit an oral or written request to the custodian. However, the procedures set forth in this section shall be in response to a written request. The failure to respond to an oral request shall not subject the custodian to any penalty.
- B. Nothing in the Inspection of Public Records Act shall be construed to require a public body to create a public record.
- C. A written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity. No person requesting records shall be required to state the reason for inspecting the records.
- D. A custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but no later than fifteen days after receiving a written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the custodian.
- E. In the event that a written request is not made to the custodian having possession of or responsibility for the public records requested, the person receiving the request shall promptly forward the request to the custodian of the requested public records, if known, and notify the requester. The notification to the requester shall state the reason for the absence of the records from that person's custody or control, the records' location and the name and address of the custodian.

Requests for inspection of Carlsbad Police Department public records must be submitted to the Carlsbad Police Department Records Division, 602 W. Mermod Street, 575-885-2111

Requests for Municipal Court records should be directed to Municipal Court, Court Administrator, 114 South Halagueno Street, 575-885-3363.

Requests for City of Carlsbad public records should be directed to the office of the City Clerk, 101 N. Halagueno Street, 575-887-1191.

Payments must be made by cash (in person) or check only.

| Copy | Size | Prices |
|----------------------------|-------------------|--------------------------|
| Copy | Letter & Legal | \$.50 per page |
| Copy | 11x17 | \$ 1.00 per page |
| Facsimile Copy | Letter | \$.50 per faxed page |
| Digital/Electronic Records | Diskette (CD/DVD) | \$5.00 per disk |
| | | \$5.00 for Compact Discs |
| Digital/Electronic Records | Diskette (CD/DVD) | \$5.00 per each DVD |