

EVIDENCE COPY REQUEST FORM

FOR GJPD LAB USE ONLY

Date Received by GJPD Lab: _____ Staff Initials: _____
Date Completed: _____ Staff Initials: _____

Notified by: Email Phone Contact Phone Message Other: _____

Citizen Request

Criminal Case? Yes Approved by GJPD Case Agent or Other Agency?
 Yes (Contact DA for approval to process request)
 No (Notify requestor) Date: _____
DA Approval?
 Yes (Send copy to City Attorney for review)
 No (Notify requestor) Date: _____
 No (Send copy directly to City Attorney for review)

Delivered to City Attorney for Review. Date: _____ Staff Initials: _____

CITY ATTORNEY:

Is evidence available for release as open record?

Yes (Contact GJPD Lab)
 No Reason for Denial: _____
Date City Attorney Notified Requestor: _____
 Not Notified

Citizen request received from City Attorney at GJPD Lab after review.
Date: _____ Staff Initials: _____

Type of Items Copied and Number of items

DigitalOnQ _____ Body Camera _____ Photocopies _____ Disc to Disc _____ Other _____

Total number of Discs _____ Total number of photocopies _____

NOTES: _____

	Quantity	Amount	Date Paid	Initials
Non-refundable Processing Fee	1	\$6.00		
Total Number of 1 discs (@ \$6.00 each)		\$		
Photocopies \$1 up to 4 pages additional pages (@ \$.25 per page)		\$		
Search & Redaction Time Over 1 Hour (@ \$5 per Quarter Hour)		\$		
Total Fees		\$		
Processing Fee Pre-paid	1	-6.00		
Remaining Fees Due				

Copies Received By:

Printed Name

Signature

Date