



MCDUFFIE COUNTY SHERIFF'S OFFICE
 RECORDS DIVISION
 751 PUBLIC SAFETY DRIVE THOMSON, GA 30824
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RECORDS DIVISION USE ONLY DATE RECEIVED _____

OPEN RECORDS REQUEST

DATE: _____

TIME: _____

TYPE OF RECORD REQUESTED

INCIDENT REPORT REPORT/CASE # _____ DATE: _____ TIME: _____

LOCATION/ADDRESS OF INCIDENT: _____

ACCIDENT REPORT REPORT/CASE # _____ DATE: _____ TIME: _____

LOCATION/ADDRESS OF ACCIDENT: _____

OTHER (PLEASE SPECIFY): _____

METHOD OF RECEIVING REQUEST

IN PERSON (MUST PROVIDE ID)

BY FAX (PROVIDE FAX #) _____

BY MAIL (PLEASE PROVIDE ADDRESS) _____

BY EMAIL (PLEASE PROVIDE EMAIL ADDRESS) _____

BY PHONE (PLEASE PROVIDE CALL BACK #) _____

REQUESTOR'S INFORMATION

NAME (PLEASE PRINT): _____

ADDRESS: _____

PHONE NUMBER: _____

REQUESTOR'S SIGNATURE: _____ DATE: _____

RECORDS DIVISION USE ONLY

DATE PROCESSED: _____ NUMBER OF PAGES: _____ SENT VIA: _____

RECORD'S CLERK SIGNATURE: _____