



City of Williams - Police Department

Report Request Form

1. Due to the number of requests submitted, we are not able to process your request immediately. Our goal is to complete all copy requests within 10 business days of receiving the written request/or receipt of the completed report from the officer. If a request cannot be fully processed within 10 days, you will be notified.
2. The report can be faxed, mailed, picked up in person, or E-mailed back to the requestor. Please mark below which is preferred.
3. Certain reports cannot be released without a court order.
4. The Williams Police Department may restrict certain information as warranted, and information will be redacted as necessary.
5. Pending/incomplete reports will not be processed until the report is closed.
6. Reports that are still under investigation will not be released

Cost: \$6.00 per report copy. (Additional \$.25 per page over 15 pages)

Payment must be in the form of cash, money order, or personal check and must be received prior to the report being mailed to you. **We accept credit card payments Monday-Friday, 8am-4pm only.**

There is no charge to persons listed as a victim. This excludes accident reports.

Print and mail, fax or email to Williams PD at 501 W. Route 66, Williams, AZ 86046, Fax:

928-635-1415, email: records@williamsaz.gov

Requestor Information

Name: _____
First Middle Last

Home Address: _____
Street City State Zip

Contact Number: _____

Relationship to victim/parties involved: _____

Check one: ☐ Mail Report ☐ E-mail report ☐ Fax ☐ Call when report is ready

If request is made for report to be emailed, provide email address:

Report Information (provide as much information as possible)

Report Number: _____

Location of Incident: _____

Date of Incident: _____ Time of Incident: _____

Suspects Name: _____ DOB: _____

Victims Name: _____ DOB: _____

Reason for request:

DO NOT WRITE BELOW THIS LINE

*****Police Department Use Only*****

Date received by records: _____ Processed by: _____

Amount received: \$ _____ ☐ Cash ☐ Money Order ☐ Personal Check

Date report transmitted: _____

Check one: ☐ Mail Report ☐ E-mail report ☐ Fax ☐ Call when report is ready

Comments: _____
