

CLERMONT COUNTY SHERIFF'S OFFICE
ROBERT S. LEAHY, SHERIFF PUBLIC RECORDS REQUEST

EFFECTIVE JANUARY 2, 2020, PLEASE ALLOW A MINIMUM OF 72 HOURS, (3 BUSINESS DAYS) FROM THE DATE YOUR REQUEST IS ACCEPTED, FOR THIS OFFICE TO RESPOND. IF POSSIBLE, YOUR REQUEST MAY BE COMPLETED SOONER. THANK YOU.

Under Ohio law, you are not required to put your request in writing. You are also not required to identify yourself. However, we ask you to provide the information below because it will help us to expedite your records request.

1. NAME OF PERSON REQUESTING RECORDS:

2. ADDRESS OF OFFENSE – REPORT NUMBER IF AVAILABLE:

3. CONTACT INFORMATION FOR PERSON REQUESTING RECORDS:

PHONE NUMBER: _____

EMAIL ADDRESS: _____

4. DATE OF OFFENSE/INCIDENT: _____

5. NAME OF SUBJECT(S) INVOLVED: _____

6. BRIEF DESCRIPTION OF WHAT HAPPENED: _____

-----**(For Office Use Only)**-----

WOULD YOU LIKE COPIES OF THESE RECORDS OR DO YOU WANT TO INSPECT THESE RECORDS?
(CIRCLE ONE)

COPIES (estimated copy cost: \$_____) INSPECT

Staffer taking request: _____ Amount of Money Received: \$ _____ Circle

One: Cash or Money Order – Date of Completion: _____

Notes: _____

Updated 1/2/20