

PADUCAH POLICE DEPARTMENT PUBLIC RECORDS INSPECTION REQUEST

Please Print or Type

The Paducah Police Department recognizes we must be accountable to those we serve, and as such, we are committed to transparency. The Paducah Police Department will comply with any records inspection requests made within the parameters of the Freedom of Information Act (FOIA) and other applicable state and federal laws. Where laws are unclear, the Paducah Police Department may rely on legal opinions offered by the Kentucky Office of Attorney General, the County or Commonwealth Attorney, or our City Attorney.

It is our policy that public records requests be made using this standardized request form. The form must be completed in its entirety, the information provided must be specific and accurate, and the writing must be legible.

THE RECORDS WE PROVIDE ONLY INCLUDE THOSE IN WHICH THE PADUCAH POLICE DEPARTMENT WAS DIRECTLY INVOLVED AND WILL NOT INCLUDE RECORDS FROM OTHER AGENCIES. If you would like a complete criminal history record, you should contact the Administrative Office of the Court (AOC). The AOC provides state-wide records checks to individuals, groups, companies, and other government agencies. Inquiries can be made through their website at: www.courts.ky.gov

If your request to inspect the public records is granted, you will have the right to inspect and/or request copies/abstracts of those records to which you are entitled within the timeframes stated by law.

If your request involves copies of records, there are associated fees which must be paid. These fees are posted and available on our department's website.

Mail Requests to: Paducah Police Department
Attn: Records Request
P. O. Box 2267
Paducah, KY 42002

City's website: paducahky.gov

TO BE COMPLETED BY APPLICANT

Date of Request: _____ Applicant Name: _____

Applicant mailing address, telephone and email: _____

Paper records: A/V Recording: Other: Copies of records: Yes No

Description of records (be specific and include dates/times): _____

Information requested is for commercial purposes: Yes No

Applicant Signature & Date: _____

TO BE COMPLETED BY RECORDS DIVISION

Request: Approved Denied

Reviewed by: (Supervisor Signature & Date): _____

Applicant Notified by: Name, Date/Time: _____

Applicant Fees Paid: _____ Crime Victim Waiver:

Applicant Signature/Date acknowledging acceptance of records: _____