



MCDUFFIE COUNTY SHERIFF'S OFFICE
RECORDS DIVISION
751 PUBLIC SAFETY DRIVE THOMSON, GA 30824
PHONE: 706-597-3862 FAX: 706-597-2682

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: _____