

## Request for Report/Information

Some criminal reports are considered open records, providing the case has been cleared through court, declined for prosecution or closed. Defendants charged with a crime or offense may request a copy of a report through discovery through the Ward County State's Attorney's Office under court rules.

An **Information/Docket Entry** is the information from a call for services. It contains information from the dispatch of the call to the outcome and may require no further action from law enforcement.

An **Individual Records Check** is a search through the Ward County Sheriff's Department's local records to obtain criminal records on the named individual. The Ward County Sheriff's Department requires the **full name** and **date of birth** of the person or which the record check is being requested. This procedure requires positive identification of an individual prior to the individual record search being conducted. The individual will receive a printout of the individual's local criminal records.

**⊗ The Ward County sheriff's Department does not maintain court dispositions for criminal records. The Ward County Sheriff's Department will not release Juvenile Records or Records from another Law Enforcement Agency.**

A complete Criminal History may be obtained by contacting the North Dakota Bureau of Criminal Investigations at 4205 State Street, PO Box 1054, Bismarck, ND 58502 or (701)328-5500.

### TYPE OF REPORT

Criminal Report

Informational/Docket Entry

Individual Records Check

Warrant Information

Date of Incident:	
Time of Incident:	
Case # or CFS#:	
Name of Parties Involved:	
Location of Incident:	
Name of Deputy:	

### ⊗ INFORMATION NEEDED FOR INDIVIDUAL RECORDS CHECKS ONLY

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

#### FEE FOR A COPY OF A REPORT:

Incident Report: .25¢ a page

Photographs: \$10.00 per disc

Mug shots: \$4.00

Approved     Denied     Reason: \_\_\_\_\_