



KENAI POLICE DEPARTMENT

107 SOUTH WILLOW STREET KENAI, AK 99611

Telephone (907) 283-7879

Fax (907) 283-2267



Routine requests for information, such as motor vehicle accidents and theft reports can generally be provided quickly. Average turn around time for report requests are usually about seven working days for incidents that occurred in 1998 to present. Report requests for incidents that occurred earlier than 1998 can take up to 90 days. **We cannot provide 'next day' or 'expedited' requests.**

NOTE: Cases involving **ongoing criminal investigations** or court proceedings will not be released by the Kenai Police Department until after the case is closed. You must contact the District Attorney's Office to request copies of ACTIVE cases at (907) 283-3131.

The research fee **per** report request is **\$10.60 (non-refundable)**. The fee must be included with this request or no action will be taken. This charge covers research of the case and up to four pages of the report (not including microfilm). Additional pages will be an additional \$.50 per (see fee schedule).

You can assist us in processing your request if you:

- ❖ Fill out the request form completely and legibly.
- ❖ Provide \$10.60 with this report. Payment must be made by; cash (**exact change only**), check or money order (made out to the City of Kenai).

Your Name _____
Last Name First Name MI

Requesting Agency/Company _____

Mailing Address _____

Contact Number(s) _____

Email Address _____

Case Number (if known) _____ Date of incident/accident _____

Name of Person(s) Involved _____

Reason for Request _____

Request Fee Schedule. It is policy of the Kenai Police Department to charge for requested services as follows (charges include 6% tax). Any additional charges must be paid prior to you receiving the report.

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|--|-----------------------------------|
| ❖ Report pages in excess of four (1998 or later cases). | \$.50 per |
| ❖ Copying case reports from microfilm (up to the first four pages) | \$21.00+\$1.00 per page over four |
| ❖ Digital photographs | \$31.50 |
| ❖ Copying of a cassette tape (per tape) | \$26.25 |
| ❖ Copying of video tape (per tape) | \$52.50 |
| ❖ Copying of CD's/DVD's | \$52.50 |

By signing this document you acknowledge that you have read and understand the instructions provided for this report request.

Signature of Applicant

Today's Date

Attendant Initials

Amount Collected

You will be contacted by phone when your report is ready to be picked up

Once you are contacted, your report will be held for pickup no more than 30 days.