



Covington Police Department
 1 Police Memorial Drive
 Covington, KY 41014
 (859) 292-2230 (phone)
 (859) 292-2360 (fax)



OPEN RECORDS REQUEST FORM

First Name: _____

Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Preferred Delivery: _____ Pick up in person (Monday-Friday, 12:00 p.m.-4:00 p.m.)
 _____ U.S. Mail (provide SASE or payment of postage fees)
 _____ On-site inspection

Records requested:

(To expedite the request, be as specific as possible in describing the records being requested. Provide location, dates, names, report number, citation number, etc.)

Signature _____ Date: _____

(must be signed to be a valid request under the Kentucky Open Records Act)

****FOR AGENCY USE ONLY****

Received by: _____ Date: _____ Time: _____

Records provided: _____

Disposition notes: _____

Covington Police Department
Open Records Request

1. This form should only be used to submit records requests to the **Covington Police Department**.
2. In order to request access to government records under OPRA, you must complete all the required portions and date this request form and deliver it in person during regular business hours or by mail or by fax to the Records Custodian. Your request is not considered filed until the Records Custodian has received a completed request form. If you submit the request form to any other officer or employee of the **Covington Police Department**, that officer or employee may not have the authority to accept your request form on behalf of the **Covington Police Department** and your request will be directed to the Records Custodian. The three business day response time will not commence until the Records Custodian reviews the request to determine if it is complete.
3. The fees for duplication of a government record in printed form are \$0.10 per copied page and \$5.00 per CD/DVD (for photos). We will notify you of any special charges, special service charges, or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check, or money order payable to City of Covington- Police Department prior to the release of the requested records.
4. If it is necessary for the Records Custodian to contact you concerning your request, providing identifying information, such as your name, address, and telephone number is required.
5. By law, the **Covington Police Department** must notify you that it grants or denies a request for access to government records within three business days after the custodian of the record requested receives the request, provided that the records are currently available and are not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within three business days when the records can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying the request.
6. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
7. If the **Covington Police Department** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within three business days of receiving a request form, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the **Covington Police Department** to deny access. At your option, you may file a complaint in writing with the Office of the Attorney General for the Commonwealth of Kentucky. You may contact the Attorney General by telephone at (502) 696-5300, by mail at The Capital, Suite 18, 700 Capital Ave., Frankfort, KY 40601-3449, by email, or at their website. The Attorney General's Office can also answer other questions about the law.
10. Information provided on this form may be subject to disclosure under the Open Public Records Act.