



770 Hi-Hope Road • Lawrenceville, GA 30043-4540
P.O. Box 602 • Lawrenceville, GA 30046-0602
770.513.5000 • www.gwinnettcounty.com

Open Records Request Form

Date of Request: _____

Name of Requester: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: **(Home)** _____ Phone: **(Work)** _____

Phone: **(Cell)** _____ Phone: **(Fax)** _____

Incident Information:

Date: _____ Time: _____ a.m. p.m.

Specific Address of Incident: _____

Case Number: _____ Copy of Report Photographs Video

Call Number: _____ 911 (CAD) Printout Requested:
Voice Recording (Tape) Requested:

Other: Please specify: _____

Type of Call: _____

Mail Records: Yes No

Fax Records: **(if applicable)** Yes No

Call for Pickup: Yes No (only from 770 Hi Hope Road, Lawrenceville, GA)

Email: **(if applicable)** Yes No Email address: _____

Reason for request: _____

To the Requester: The information being requested is subject to fees pursuant to O.C.G.A. 50-18-71 which allows for a research fee equal to the hourly rate of the lowest paid employee capable of researching the requested information. Pursuant to the law, you will not be charged for the first 15 minutes of research. In addition, there is a per page copy or print cost as well as administrative fees. Allow at least three business days for researching; five business days for mailing. If requesting records for pickup, you will be contacted when ready.

Open Records Request Line is 770-513-5238 and Open Records fax number is 770-513-5006. If you have any questions regarding this information, please contact the staff in the Office of the Chief at 770-513-5250. Thank you.