

Date/Time Stamps Below

**Public Records Request
Emory Police Department
1784 N. Decatur Rd., Suite G-01
Atlanta, GA 30322**

Name of person requesting records _____

Mailing address _____

City _____ State _____ Zip _____

Phone number(s): _____ Fax _____
(home/work/cell)

Request is (select all relevant): _____ to inspect records _____ for copies of records

Describe fully the exact records requested. Please include date(s), case number(s), address(es), and other information to assist in identifying the records (attach additional sheet(s) as needed)

Department Use Only

Request received: _____ in person _____ by this form _____ by letter _____ by e-mail
_____ by other means (specify: _____)

Request received by _____ Date _____

Although the Georgia Open Records Act [O.G.C.A. Section 50-18-70, et. seq.] does not typically apply to the records of Emory University, a private university, it may apply to certain records maintained by the Emory Police Department.

If you request Emory Police Department records pursuant to the Open Records Act, within 3 business days of receipt of your request, we will do the following:

- (a) make a determination and notify you as to whether or not there are any records subject to the Act that are responsive to your request;
- (b) provide you with an estimate of the copying and administrative fees that we will assess, in accordance with the terms of the Act, to process your request;
- (c) advise you of the timetable per which the documents will be made available to you, if we will not be able to make the requested records available for inspection or copying within the 3 business day period.

If your request is for a Georgia Uniform Motor Vehicle Accident Report, we may require you to submit a written statement of need for such report, in accordance with statutory provisions governing such requests.

Hourly administrative fees will be assessed for reviewing, gathering and copying documents, and a photocopy charge of twenty-five cents per page will also be charged. The amounts of the fees that are assessed will all be within the limits for those fees established by the Act.

We do not provide copies of the Act, nor can we provide interpretations or other advice regarding the Act. The Act is available on-line and in the published Georgia Code.

Questions or comments should be directed to:

**Custodian of Law Enforcement Records
Emory University Police Department
1784 North Decatur Road G-01
Atlanta, GA 30322**