TOWN OF AYDEN, NC
INCORPORATED 1891

AYDEN POLICE DEPARTMENT

REQUEST FOR RECORDS RELEASE

Date of Request _____

Type of Request ___Incident Report ___Arrest Report

Case Number_____ Arrest Number_____

Person Making Request_____ Phone #_____

Address_____ Email_____

****Most public records requests will be available in 10 business days; however, some larger requests may require additional time*****

Is this request for Media Release? ___Yes ___No

Signature of Requestor: _____ Date: _____

All requests must be approved by the Chief of Police or his/her designee

Ayden Police Department Only- FOR External Request Only

___Approved for Release ___Denied for Release

Chief of Police_____

Requestor Notified (Date & Time)_____
By_____

Request Provided Via: ___Fax ___Email ___Mail ___ Copy Provided to Officer for Delivery

Request Filled By_____

Date_____