



City of Bettendorf Police Department
1609 State Street
Bettendorf, IA 52722
Telephone: 563-344-4027 Fax: 563-344-4133

Requestor Information (Optional). The Bettendorf Police Department may not, by law, require any person to identify themselves when requesting public information. However, including your name and information will assist us in contacting you about the availability of the information that you are requesting. If you choose not to provide your information, it will be incumbent upon you to re-contact this office within 10 days to receive your requested documents.

Name of Requestor: _____ **Address:** _____

Telephone: _____

Information Requested (Please provide all known information to help locate the record)

Type of Occurrence: _____ **Report #:** _____
 Burglary, Theft, Accident, etc.

Location/Street Address of Occurrence: _____

Date/Time Reported: _____ **at:** _____

Name of Person Involved or Reporting Incident: _____

Criminal History (Information provided is only from Bettendorf Police Records
 Only includes arrest information, not disposition)

Name: _____ **Date of Birth:** _____

SSN: _____ **Maiden Name:** _____

Fingerprint Request

Printed Name: _____ **Date of Birth:** _____

Signature: _____ **Firm Name:** _____

Make all checks payable to
 the City of Bettendorf.
 If mailing this form, PLEASE
 enclose a self-addressed envelope.

For Office Use Only	# of pages: _____
Request received date: _____	Time: _____
Request completed by: _____	Date: _____
Payment by: Cash _____	Check: _____

Fee Structure (Person paying by check will be required to show identification)

In-person Requests at Records Window

Viewing a report or reports (retrieval and assembly)

- 15 minutes or less is free
- Over 15 minutes (pro-rated \$12 per hour rounded to lower 15-minute increment)

Viewing a report or reports (supervision)

- Hourly rate of employee (rounded to lower 15-minute increment)

Copies of Reports

- 20 cents per page, black & white
- \$1 per page, color
- Research fee - \$12 per hour (first 15 minutes free/ \$12 per hour over fifteen minutes, rounded to lower 15-minute increment)

Record Checks

- \$5 documentation fee (no record)
- Any additional documents are 20 cents per page for black & white or \$1 per page for color
- Research fees apply over 15 minutes

Faxed or Mailed Documents

- Same charges/research fees apply
- Payment must be received prior to dissemination
- Postal fees apply

Photographs

- Cost of production plus \$5
- \$1 per page – color copy reproductions

Fingerprinting

- \$10 (up to two cards)
- \$5 per additional card(s)

CDs

- \$10 per disc (audio/video)
- \$5 for requestor provided media record (disc, flash drive, etc.)

DOT Accident Reports (only to involved parties/attorneys/insurance companies representing involved parties)

- \$5 (if received via mail)
- In-person accident report requests are free

Notarization of a signature

- \$1 per page

Pre-payment may be required for large or involved requests.