



# Gardner Police Department

16540 Moonlight Road | Gardner, Kansas 66030

Phone: (913) 856-7312

Fax: (913) 856-5733

## Records Request Form

### Requester Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Gardner Police Case # \_\_\_\_\_ Citation # \_\_\_\_\_

Association to case:

- Offender
- Victim
- Involved Other
- Other (Specify): \_\_\_\_\_

### Items Requested:

- Offense Report (\$10.00 each)
- Offense Report with DUI charge listed (\$15.00 each)
- Digital Evidence (\$10.00 per case)
- Photographs only - Crash Reports (\$10.00 per case)
- Other (Specify): \_\_\_\_\_  
(Cost may vary depending on request)

By making this records request, I agree to the following:

1. I agree that I will be responsible for and pay the cost of document(s) and/or digital evidence.
2. I will not give, loan, reproduce, post for public view or upload to social media, any audio, photos, video, narratives, or police reports, except as permitted and required by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Requests may be emailed to [records@gardnerkansas.gov](mailto:records@gardnerkansas.gov)

Payment for requested documents can be made in person or by telephone.

\*Records will not be prepared until payment is received.

\_\_\_\_\_  
Completed    Mailed

**Integrity | Honor | Respect | Professionalism**