

**Lexington Police Department
C/O Open Records
150 East Main Street
Lexington, KY 40507
Fax: 859-425-2270**

(For Official Use Only)

Log Number: _____

Date Received: _____

Date Completed: _____

OPEN RECORDS REQUEST

Documents Requested: _____

NOTE: Requests need to be as specific as possible, ex: address or location of incident, type of incident (*arrest, collision, disturbance call, assault, etc.*) and the type of document you are requesting (*copy of a citation, dispatch log, incident report, collision report, etc.*).

Date and Time Frame of Incident: _____

Full Names of involved person(s) and birthdates (*if known*): _____

Required information, please complete the following:

Name of Requestor: _____

Address: _____

City, State, Zip Code: _____

Phone number: (_____) _____

Fayette County Residents: Once notified of the completion of your request, the records will be available for your inspection for 30 (thirty) days. If the records are not inspected within the allowed 30 (thirty) days, they will be returned to the filing system and the matter will be considered closed.

Out of County Residents: Since you are not a resident of Fayette County, you are entitled to receive copies of the requested documents by mail. A check or money order payable to the Lexington Police Department will be requested by mail for the documents and postage upon completion of your request.

Requests may be faxed to (859)425-2270, mailed or completed in person.

The documents made available for inspection have already been reviewed and redacted by the Open Records Unit. If you choose to inspect the documents in lieu of purchasing, please notify the Central Records personnel and this option will be made available.