

**Police Records  
Request Letter**

Attention:     Records Department

Re:     State of Ohio v.

Dear Madam/Sir:

Please be advised that \_\_\_\_\_ is representing \_\_\_\_\_  
\_\_\_\_\_ in the above referenced matter. The information requested herein is necessary for a  
detailed social history to be completed on his behalf.

In an effort to properly represent Mr. \_\_\_\_\_, we are requesting that you provide  
us with any and all of his police records. These records should include, but are not limited to:

- All records indicating any of his contact with the police and criminal justice system. Please include information regarding any charges which were withdrawn, dismissed or resulted in a conviction. Also, if applicable, please indicate any psychological treatment and/or evaluation either administered or recommended.
- Police/incident reports where Mr. \_\_\_\_\_ is listed as the suspect, perpetrator, victim, or witness.

To assist you in locating these records, Mr. \_\_\_\_\_'s birth date is \_\_\_\_\_ and  
his social security number is \_\_\_\_\_.

It is our understanding that Mr. \_\_\_\_\_ had contact with your department in \_\_\_\_\_  
\_\_\_\_\_.

In addition to our records request stated above, please indicate the name of your agency's  
custodian of records, as it may be necessary to have the authenticity of the documents verified.

**Please certify the records.**

An authorization for release of all such records is enclosed for your files. Thank you for your  
assistance.

Please mail and/or fax this information to my attention as soon as possible.

Sincerely,

Enclosure