

PUBLIC RECORDS *ONLINE* REQUEST

Duval County School Police Records Department

OFFICIAL USE ONLY

Date received: _____

Reference # _____

Drop off or mail to:

Duval County School Police, 1720 Lansdowne Drive, Rm. 123, Jax., FL 32211

FAX: 904-858-6122 EMAIL: tooheym@duvalschools.org

Pursuant to Florida Statute 119, non-criminal justice agencies or entities requesting information are NOT required to provide this information or submit a request in writing.

NOTICE: Requests for records will be processed in accordance with the Public Records Law (FSS 119) and other relevant statutes. When a record or page thereof contains information that is exempt from disclosure pursuant to law, the custodian will redact that portion of the record to which the exemption applies and produce for inspection the remainder of the record. Investigative records are generally exempt from inspection during the period of active case investigation and pending a prosecution.

Case Number: _____

If you do not know the case number provide the following information:

Approximate Date of incident or accident: _____

School / Location of incident: _____

Type of Incident (example-theft, accident, etc): _____

Name of parties involved: _____

Description of request other than records:

Relationship to Case:

___ Self (Victim/Suspect) _____

___ Self (Other Role) _____

___ Parent/Guardian of _____

___ Attorney/Representative of _____

___ Other _____

CONTACT INFORMATION:

You are not required to disclose your information. If you wish to remain anonymous you must request the record in person at the School Police Department.

NAME: _____

Contact # _____

Email: _____