



# RIO RANCHO POLICE

SERVING SINCE 1981

EFFECTIVE DATE: 02-01-1994  
REVISED DATE: 03-25-2015

DIVISION: ADMINISTRATIVE  
CONTROL NUMBER: ADM.014

## REQUEST FOR RECORDS

Information on this form will assist the Rio Rancho Police Department in providing the public records you are requesting. You need to provide sufficient information to specifically identify records, such as case number (if available), incident location, and/or the date of occurrence otherwise we may not be able to locate the requested records. Under New Mexico law, some information not subject to release may be removed or redacted from records prior to release.

Date of Request:	Time:
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### REQUESTOR'S INFORMATION

First Name:	Middle Name:	Last Name:
Home Address:	City:	State: Zip:
Cell Phone/Home Phone:	Other Phone:	Agency:
SIGNATURE:		DATE:

### REQUEST INFORMATION

REPORTS OR ASSOCIATED MATERIAL	RECORD INFORMATION	BACKGROUND SEARCH
REPORT(S) #:	Victim/Offender/Drivers Name	First Name, Last Name
<input type="checkbox"/> Crash Report, .25c page	Date of Occurrence	Alternate Names, A.K.A.'s
<input type="checkbox"/> Offense/Incident Report, .25c page	Time of Occurrence	D.O.B.
<input type="checkbox"/> Victim Offense/Incident Report, no fee	Location of Occurrence	S.S.N. NO.
<input type="checkbox"/> Evidence Photos / Audio, \$10.00 per disc.	<b>RETRIEVAL</b>	
<input type="checkbox"/> Location of Event Dispatch History, .25c pg.	<input type="checkbox"/> I will pick up at RRPD, 500 Quantum Rd. (required for Audio / Evidence)	
Address: _____	<b>ADDITIONAL INFORMATION</b>	
Date(s) From: _____ To: _____		
<input type="checkbox"/> 9-1-1 Audio Recording (MUST be requested by Mail w/payment OR at RRPD), \$30.00 per Audio		

### RECORDS USE ONLY

<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Date Processed:	By:
# _____ \$ _____	Date Released:	By:
	Release Notes:	

NOTICE: The Arrest Record Information Act (29-10-4 NMSA) prohibits public disclosure of arrest record information which resulted either in a dismissal of criminal charges or lack of prosecution or otherwise resulted in favor of the defendant. Persons requesting such information are required to provide written proof that the records requested do not pertain to prosecution which ended in favor of the defendant. 14-2A-1 Protection of victims of crimes or accidents; police reports; commercial solicitation prohibited. No attorney, health care provider or their agents shall inspect, copy or use police reports or information obtained from police reports for the purpose of the solicitation of victims or the solicitation of the relatives of victims of reported crimes or accidents. (SB367) 1993 NM State Statutes.