



RIO RANCHO POLICE

SERVING SINCE 1981

EFFECTIVE DATE: 02-01-1994
REVISED DATE: 11-19-2020

DIVISION: ADMINISTRATIVE
CONTROL NUMBER: ADM.014

REQUEST FOR RECORDS

*Section 14-2-9, NMSA 1978 – a record shall be provide in electronic format when the record is available in electronic format, at the time of the request and an electronic copy is requested. The actual cost associated with downloading public records digitally may be charged. Records compiled from a database will be subject to the actual cost of materials and associated personnel time. Section 14-3-18, NMSA1978. By signing below you agree to all terms and conditions of this request.

Date of Request:	Time:
------------------	-------

REQUESTOR'S INFORMATION

First Name:	Middle Name:	Last Name:
Home Address:	City:	State: Zip:
Cell Phone/Home Phone:	E-Mail Address:	Agency:
<input type="checkbox"/> I acknowledge I received a copy of requested report	Signature:	Date:
<input type="checkbox"/> Other: _____		

REQUEST INFORMATION

REPORTS OR OTHER RECORDS	RECORD INFORMATION	BACKGROUND SEARCH
REPORT(S) #:	Victim/Offender/Drivers Name	First Name, Last Name
<input type="checkbox"/> Crash Report, .25c page		
<input type="checkbox"/> Offense/Incident Report, .25c page <input type="checkbox"/> Victim	Date of Occurrence	Alternate Names, A.K.A.'s
<input type="checkbox"/> Other _____	Time of Occurrence	
<input type="checkbox"/> BWC Video	Location of Occurrence	D.O.B.
<input type="checkbox"/> Evidence (Photos / Audio / Video)		S.S.N. NO.
<input type="checkbox"/> 9-1-1 Audio Recording	RETRIEVAL	
<input type="checkbox"/> CAD Report, .25c pg.	<input type="checkbox"/> I will pick up at RRPD, 500 Quantum Rd. (required for Audio / Evidence)	
<input type="checkbox"/> CAD location of event dispatch history, .25c pg.	ADDITIONAL INFORMATION	
Address: _____		
Date(s) From: _____ To: _____		

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.