

Coweta County Sheriff's Office  
 560 Greison Trail  
 Newnan, GA 30263  
 Telephone: 770-253-1502  
 Fax: 770-254-1043  
 drooks@coweta.ga.us

**INCIDENT REPORT REQUEST FORM**

All requests for incident reports must be in writing. Reports will be available 3-5 working days after the date of the incident.

**Report / Incident # \_\_\_\_\_ (if unknown fill in the information below)**  
 (If known Skip to requester information)

Persons named in report Victim:	Offender:
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Date and time of incident	Location of incident
Nature of incident	

<b>Name of requester:</b>	<b>Relationship to person named in report</b>
Company/agency name (If for a business)	
Company/agency address	Phone number 
Reason for Requesting Report	
When request is complete (choose one) <input type="checkbox"/> - mail to requester <input type="checkbox"/> call requester for pick up at CCSO	A fax will not be sent to any long distance number unless paid for (\$3.00) <input type="checkbox"/> fax report to fax # _____

Requester's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**Records use only**

Date request received	Time	Fee	Cash or check #
Released by	Date		

\* Note: If you are not named/involved in the report the cost of the report is \$3.00.