

Request for Traffic Court Discovery Material

- Material will only be released to the recipient of the citation.
- This application must be submitted in person at the Gresham Police Department, located at 1333 NW Eastman Parkway in Gresham, between 8:00 am – 6:00 pm Monday through Friday (excluding legal holidays).
- The requester must present a valid form of photo identification when submitting this form.
- For body-worn camera recordings there is a minimum redaction labor fee of \$30 that must be paid at time of request: exact cash, money orders and bank checks are the only acceptable forms of payment. If the projected labor fee exceeds \$30, we will contact you to confirm that you still want us to process this request.
- Allow 10 business days for us to process this request.

Complete the following

Citation number: _____ Date and time citation was issued to you: _____

Your name (please type or print): _____ Date of birth: _____

Mailing address

Street or P.O. box: _____ Apartment or unit: _____

City: _____ State: _____ Zip code: _____

Your phone number: _____

Your email address: _____

What type of material are you requesting?

- Officer notes
- Radar certification
- Body-worn camera recording (flash drive)

Request submitted – sign: _____ Date: _____

Information received – sign: _____ Date: _____

Office Use Only

1. Person receiving request: _____ Date/time: _____

Type of ID presented: _____ ID #: _____ \$30 fee rec'd/receipt #: _____

2. Person signing out material: _____ Date/time: _____

Type of ID presented: _____ ID #: _____

\$_____ Additional fee assessed for additional redaction labor Receipt #: _____