



## GREEN RIVER POLICE DEPARTMENT

375 W Flaming Gorge Way, Suite A  
Green River, WY 82935  
(307) 872-0555 [grprecords@cityofgreenriver.org](mailto:grprecords@cityofgreenriver.org)  
[www.cityofgreenriver.org](http://www.cityofgreenriver.org)

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### Records Requests Guidelines

Guidelines for requesting police reports from the Green River Police Department. You may make your request on-line through our website or in person at the Police Department. You may email the request to the email address above, or you may mail your request to the address listed below. Requests by mail must be accompanied by a self-addressed, stamped envelope, and the appropriate fees.

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All requests for police reports must be made in writing and must include specific information helpful in identification of the requested records (name, date of occurrence, case number, location of incident, associated parties, type of case, etc.). Requests must be given ample time to be processed. A fee of \$7.00 is due for each incident report request. An additional fee of \$.50 per page will be assessed for incident reports over 10 (ten) pages in length.

A fee of \$7.00 will be charged for each CONTACT SHEET/RECORDS CHECK request.

A fee of \$4.00 is due for each accident report request.

A fee of \$2.00 per printed picture on regular copy paper.

Research Fees- For requests that require extensive research, research fees will apply. Actual cost calculates as follows: Employee's wage, plus overhead, multiplied by the time involved to the nearest quarter hour. Minimum charge of \$25.00 per hour.

Reports that are under investigation or those pending prosecution will not be released. Juvenile information will be released only to the parent or legal guardian of the juvenile. The parent or legal guardian is required to provide a certified copy of the birth certificate of the juvenile before information will be released. Signed authorization from involved party may be required. Any information or report that would violate HIPPA laws will not be released.

Should you have any additional questions, you may contact the Records Department by calling 307-872-0555, or emailing us at [grprecords@cityofgreenriver.org](mailto:grprecords@cityofgreenriver.org)

Your cooperation in your request for these important documents is appreciated. Thank you.



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**REQUEST FOR RELEASE OF INFORMATION**

**ATTENTION:** This Agency will review the “Request for Release of Information” within ten business days and make a determination as to what information, if any, will be released or give a reason for denying the request. It will be the responsibility of the applicant to ensure that information released by the Green River Police Department will be disseminated only in accordance to law. Any person denied any records from the Green River Police Department may apply to the District Court of the district wherein the record is found for any order directing the custodian of the record to show cause why he/she should not permit the inspection of the record. **There will be a fee charged for this service. Exact change is required. We accept cash, money order, company checks &/or credit card. PICTURE ID IS REQUIRED.**

**FEES:** Fees will be collected at the time of the request. Fee is non-refundable even if the request is denied. Any additional fees that apply after will be collected at the time of the release/pick-up.

- \$4.00 for accident report/call report
- \$7.00 for copy requests and background checks (per name)
- \$7.00 for all other reports up to 10 pages, \$0.50 per page after 10 pages (additional fee collected upon release)
- \$2.00 per page for color photocopies (collected upon release)
- \$7.00 photos / \$32.00 for videos /\$10.00 USB drive (collected upon release per case)

**\*Research fee- Minimum of \$25.00 per hour for requests involving extensive research\***

**RECORDS WILL ONLY BE RELEASED TO THE APPLICANT UNLESS OTHERWISE APPROVED.**

**DATE OF REQUEST:** \_\_\_\_\_

**APPLICANT’S INFORMATION**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME/WORK/CELL PHONE:** \_\_\_\_\_

**APPLICANT’S IDENTITY:** (Proper identification is required before any information is released, i.e. Wyoming Driver’s License)

**TYPE OF IDENTIFICATION/IDENTIFICATION NUMBER:** \_\_\_\_\_

**APPLICANT’S SIGNATURE:** \_\_\_\_\_

**INFORMATION REQUESTED** \*(Information requested must be specific to Name, Date of Birth, Location, Date, Offense, or Report Number)

**NAME/D.O.B.:** \_\_\_\_\_

**DATE/LOCATION OF OCCURRENCE:** \_\_\_\_\_

**TYPE OF INCIDENT/OFFENSE:** \_\_\_\_\_

**CASE REPORT NUMBER:** \_\_\_\_\_

**REASON INFORMATION REQUESTED:** \_\_\_\_\_



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\*\*\*\*\*DEPARTMENT ONLY\*\*\*\*\*

DATE REVIEWED: \_\_\_\_\_

- Approved
- Denied

**\*REASON FOR DENIAL**

- Information requested is considered a criminal history and only available through the D.C.I.
- Information, if released would be contrary to state or federal statutes or regulations.  
[ \_\_\_\_\_ ]
- On the grounds that disclosure to the applicant would be contrary to the public interest
- Not enough specific information given to locate records
- Other \_\_\_\_\_

NAME OF PERSON REVIEWING REQUEST (INITIAL/SIGN) \_\_\_\_\_

PERSON IDENTIFYING APPLICANT (INITIAL/SIGN) \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_ NUMBER OF PAGES \_\_\_\_\_ DATE RELEASED \_\_\_\_\_

BACKGROUND CHECK \$ \_\_\_\_\_  
 COPY REQUEST \$ \_\_\_\_\_  
 OTHER REPORTS \$ \_\_\_\_\_  
 ACCIDENT REPORT COST \$ \_\_\_\_\_  
**TOTAL INITIAL COST:** \$ \_\_\_\_\_

**ADDITIONAL COSTS AT PICKUP**  
 # OF ADDITIONAL PAGES \_\_\_\_\_  
 RESEARCH FEE \$ \_\_\_\_\_  
 CD/DVD \$ \_\_\_\_\_  
 COLOR PHOTOS \$ \_\_\_\_\_  
**TOTAL ADD'L** \$ \_\_\_\_\_

RECEIPT(S) # \_\_\_\_\_