



# Boone County Sheriff's Office

Michael T. Nielsen, Sheriff

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[www.boonecountyindianasheriff.com](http://www.boonecountyindianasheriff.com)

REQUEST FOR PUBLIC RECORD	DATE REQUESTED:
Your Name	
Firm/Organization	
Address	
Telephone Number	
<b>IDENTIFY IN DETAIL THE RECORDS/DOCUMENTS THAT YOU ARE REQUESTING: IE: DATE THE EVENT OCCURRED AND/OR WAS REPORTED, ADDRESS/LOCATION, NAMES(S) OF PEOPLE INVOLVED, ETC.</b>	
<b>MAIL/FAX/EMAIL YOUR REQUEST TO:</b>	
Boone County Sheriff's Office	Phone Number: 765-483-5946
Attn: Public Records Officer	Fax Number: 765-483-3370
1905 Indianapolis Ave.	BCSO-admin@co.boone.in.us
Lebanon, IN 46052	
<b>PLEASE NOTE:</b>	
It is the policy of the Department to receive ALL costs associated with a public disclosure request PRIOR to providing the documents. We calculate the actual copying costs based on the following charges and notify you of the total after the requested records are identified.	
Copying Fees:	
\$ .10 each	letter and legal sized documents
At Cost	maps, color copies, computer disks, binders, etc.
At Cost	postage charges for mailing of requested materials
\$5.00 each	Accident/Case Reports
\$6.00 each	Photo CD/DVD
At the receipt of this document, we acknowledge your request. We have thirty (30) days to respond.	