

RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Please complete this form and return to:

Riley County Police Department

Attn: Records

1001 S. Seth Child Road

Manhattan, Kansas 66502-3115

(785) 537-2112 Ext.0 / Fax: (785) 565-6550

records@rileycountypolice.org

Request for Records or Background Check

The Riley County Police Department will respond to this request by the close of the 3rd business day following receipt as required by the Kansas Open Records Act. If the request is denied, the reason for denial will be provided below.

Please select Option One to request a copy of records or Option Two for a local background check.

•Option 1 - Requests for criminal history records and reports, to include Standard Offense Reports, Motor Vehicle Accident Reports, or Calls for Service. Please describe the record or report desired in the space provided within this form. Request which are fulfilled immediately require a minimum payment of \$5.00. However, if additional research is required, further costs may accrue at the rate of \$20.00 per hour.

•Option 2 - Background checks for Riley County only will require a payment of \$10.00. The fee covers processing costs associated with basic research and copy activities. If additional research is required, further costs may accrue at the rate of \$20.00 per hour.

Requestor's Information *Required*

First Name	Middle Initial	Last Name
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Street Address	City	State	Zip Code
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Primary Phone Number	Secondary Phone Number	E-Mail Address
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Option 1: Request for Record or Report

Description of Desired Record or Report
If Known Call or Incident Number:

Option 2: Local Only Background Check

Full Name	Date of Birth
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Alias/Maiden Name (If Applicable)	Social Security Number (Optional)
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Office Use Only / To Be Completed by RCPD

Received By	Amount Received	Date Received
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Request Denied / Reason for Denial