

## GRAMBLING STATE UNIVERSITY POLICE DEPARTMENT REQUEST FORM

Records Department is open Monday through Friday 8:00 a.m. to 4:30 p.m., excluding holidays. To receive a copy of a **releaseable\*** report the following is required:

1. Request a copy by calling 274-3218
2. Fax @ (318) 274 - 3830
3. Fill out a request form in the complaint/communications office of the Police Department.
4. Send a request by Campus or U.S. Mail to:

GSU Police Department / **Report Request**  
P.O. Box 117  
Grambling, LA 71245

- ▶ List the name of the complainant filing the report and date the report was filed
- ▶ Copies of reports are available at the GSU Police Department (Corner of Founder & King street) during business hours, mailed or faxed. Please furnish a telephone number for notification when you may pick up the report.
- ▶ There is a minimum processing period of approximately five (5) business days, on all request.
- ▶ The fee for reports are \$5.00 (checks or money orders only made payable to Grambling State University). Checks or money orders must be received prior to receiving the report.

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### GSU POLICE DEPARTMENT REPORT REQUEST FORM

COMPLAINANT: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_ DAY TIME PHONE NUMBER: \_\_\_\_\_

LOCATION: \_\_\_\_\_ OFFICER: \_\_\_\_\_

TYPE OF COMPLAINANT: (BURGLARY, THEFT, ASSAULT ETC): \_\_\_\_\_

SIGNATURE/COMPANY REQUESTING REPORT: \_\_\_\_\_

ADDRESS/FAX NUMBER: \_\_\_\_\_

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