



GEORGIA DEPARTMENT OF PUBLIC SAFETY

POST OFFICE BOX 1456
ATLANTA, GEORGIA 30371-1456
openrecords@gsp.net
(404) 624-7591

OPEN RECORDS REQUEST FORM (Incident, Citation or Crash Report)

This form serves to assist the Georgia Department of Public Safety ("DPS") in efficiently locating and providing responsive documentation for a DPS **incident report**, **citation**, or **crash report**. DPS does not require its use.

Please provide as much information as is available to you. Correct spelling is important!

Today's Date: _____

Requester's Full Name: _____

Requester's Mailing Address: _____

Requester's Telephone Number: _____ Requester's Email _____

1. Check all that apply: **Incident (Arrest) Report** **Citation** ***Crash Report**

*Georgia law specifies who may obtain a traffic crash report. See O.C.G.A. § 50-18-72(a)(5).
If you are not seeking a crash report, please skip to Item 2.

If you are seeking a **crash report**, please complete the following:

- My property was damaged in the crash I was in the crash
 My minor child was injured in the crash I was injured in the crash
 I am an attorney for one of the parties involved in the crash I witnessed the crash
 I am an insurance representative for property or person(s) in the crash
(Insurer's name) _____ (Insured's name) _____
 I have a personal, professional or business connection with a party to the crash
(Explain) _____
 Other (Explain) _____

2. What **Law Enforcement Agency** made the arrest, wrote the citation, or responded to the crash?
_____ What is the **Officer's Name** or **Badge Number**? _____

3. What is the **Report Number** of the Incident/Citation/Crash? _____

4. What is the **Date** of the Incident/Citation/Crash? _____

5. What is the **Full Name** of the **SUBJECT(S)** or **VICTIM(S)** involved? _____

6. What is the **CITY** and **COUNTY** where the Incident/Citation/Crash occurred? _____

Requests are subject to the Georgia Open Records Act and may result in redactions of protected information as well as a charge for search, retrieval, review and production. See O.C.G.A. §50-18-71 and §50-18-72.