

INFORMATION REQUEST FORM

Saline County Sheriff's Office

735 S. Neeley Street
Benton, AR 72015
Telephone: (501)303-5609
Fax: (501) 303-5747

Open records email address: FoiaRequest@scsosherriff.org

To access the Saline County Sheriff's Office website, please visit: <https://www.scsosherriff.org/>

Information about you (PLEASE PRINT NEATLY): Date: _____

Mr./Ms./Mrs. (circle one) YOUR NAME: _____

BUS. Name OR AGENCY (for whom you are requesting records or N/A): _____

BUS. /AGENCY Street, City, State, Zip code: _____

YOUR ADDRESS: (Street, City, State, Zip code) _____

YOUR PHONE & FAX (if applicable): () _____ / () _____

YOUR EMAIL Address: _____

*YOUR Arkansas Driver's License Number _____

NOTE: If you are not providing an Arkansas driver's license as proof of Arkansas citizenship, indicate the proof you will provide (proof must be provided with this request).

YOUR RELATIONSHIP TO THE SUBJECT NAMED IN THE RECORDS THAT YOU ARE REQUESTING:

___ Self ___ *Parent/Legal Guardian or Custodian ___ Legal Counsel/Attorney ___ Spouse

___ Sibling ___ Other, explain: _____

*Proof of guardianship or custodianship must be provided with this request.

Information about the records you are requesting (PLEASE PRINT NEATLY):

Subject Name(s) listed in the record(s): _____

Subject Address (Street, City, State, Zip code): _____

Date(s) of Record: _____

Requesting copies of the following: ___ Incident Report ___ Accident Report ___

Supplements

___ Arrest Report ___ Booking Record ___ Investigative File ___ Interview Audio/Video

___ Training/Certifications ___ Termination/Resignation letter ___ Other _____

Additional Information: _____

YOUR SIGNATURE: _____

You should receive a response within three business days of the date this request is received *by the FOIA Analyst*. If you have not received a response within this timeframe, please email: foiarequest@scsosherriff.org.

All printed responses incur a cost. Visit <https://www.scsosherriff.org/faq> . Scroll down to FOIA and then, "How much will my FOIA request Cost".