



Xenia Police Division

101 North Detroit Street • Xenia, Ohio 45385 • (937) 376-7221 • Fax: (937) 372-8014



Donald R. Person
Chief of Police

PUBLIC RECORDS REQUEST FORM

Date of Request: _____

Name (optional): _____

Mailing Address (optional): _____

Phone Number (optional): _____

Be as specific with your request as possible so that we can fulfill it. If you have details such as the report number, location, date of incident, or type of incident please include it. Thank you.

Report Number: _____

Date of Incident: _____

Incident Location: _____

Type of Incident: _____

Other Information: _____

Employee who fulfilled request

Date request was fulfilled

City of Hospitality

An Equal Opportunity Employer