CITY OF PORTLAND, OREGON

Bureau of Police
Charlie Hales, Mayor
Michael Reese, Chief of Police
1111 S.W. 2nd Avenue • Portland, OR 97204 • Phone: 503-823-0000 • Fax: 503-823-0342

Integrity • Compassion • Accountability • Respect • Excellence • Service

PORTLAND POLICE BUREAU
PUBLIC RECORDS REQUESTS
FEE SCHEDULE

Police Reports .....$10.00 per report

Please see the Police Report Request form for more information. Police reports have a retention period of 20 years.

Name Record/PPDS Background Check/VISA Letter……...…..$5.00 per individual

This is a hard copy printout from the Portland Police Data System that details an individual's complete contact history with the Portland Police Bureau. Please click here for information.

Address Check……...$5.00 per address

This is a hard copy printout from the Portland Police Data System that details an address' complete contact history by the Portland Police Bureau where that contact resulted in generating a police report.

Photographs/Videos……..……$10.00 per report

These are photographs and videos associated with police reports by the Portland Police Bureau. If photographs and/or videos are available this search fee will be applied to the total cost and you will be notified of the remainder. Photographs and videos have retention period of 20 years.

Officer Notebook Entries/Officer's Notes……..…… $8.50 per officer

These are handwritten notebook entries maintained by the officer. Notebook entries may or may not exist and the cost is nonrefundable. Please provide the name of the officer from whom you wish to request notebook entries. Officer notebooks have a retention period of 5 years.

Public Records Request……..$10.00 minimum fee

If your public records request does not apply to the above categories please provide the minimum fee needed to begin processing your request. You will be notified of the final fee at the time of processing.

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NAME RECORD / PPDS BACKGROUND CHECKS

Name Record/PPDS Background Check/VISA Letter……$5.00 per individual

This record only lists contact between an individual and the Portland Police Bureau for which a police report was created. This record lists case numbers, dates, and locations of occurrence, involvement, and offenses.

- An individual may request their own printout in person at the Records Division. The individual must have valid picture identification.

- If an individual lives more than 25 miles from Portland, or is physically unable to present themselves to the Records Division, they may make their request in writing using the Public Records Request form here. A copy of their valid picture identification must be included with the request. The printout will be mailed to the requestor.

- Third party request for Portland Police Data System Name Records must be submitted in the form of a Public Records Request. Requests must include name and date of birth.

- Records are certified a true copy upon request.

- Certification of Immigration and Customs Enforcement VISA letters are available upon request, free of charge.