



PUBLIC RECORDS REQUEST GUIDELINES



The Rhode Island State Police adheres to the Access to Public Records Act, R.I. Gen. Laws § 38-2-1, et. seq., and has instituted the following procedures for the public to obtain public records:

1. Requests for records may be mailed to the Rhode Island State Police Headquarters, Legal Office, 311 Danielson Pike, North Scituate, RI 02857. This is the unit within the Rhode Island State Police designated to handle these matters. Requests may also be hand delivered to any of the Rhode Island State Police barracks throughout the state and addressed to the Rhode Island State Police, Legal Office. Requests may also be faxed to (401) 444-1105 or e-mailed to records@risp.gov. To reach us by telephone please call (401) 444-1083.
2. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons. However, any parent, guardian, or attorney requesting records on a juvenile they represent will be required to provide identification prior to receiving the requested record, pursuant to R.I.G.L. § 14-1-64.
3. In order to ensure that the Department is able to respond to the request as efficiently as possible, the request should identify the documents or information being requested with as much specificity as possible.
4. In order to ensure you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act (APA) or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form below, at the front desk at a barracks location, or on our website at risp.ri.gov, or otherwise submit your request in writing.
5. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended and additional twenty (20) business days for “good cause.” We appreciate your understanding and patience.
6. Any individual who receives a denial for copies of requested records or the ability to inspect records may petition the Commissioner of the Department of Public Safety for a review of the determinations. The Commissioner shall make a final determination whether or not to allow public inspection within ten (10) business days. If the denial is confirmed, the individual may file a complaint with the Office of the Attorney General, who will then investigate and make a determination. The individual may also file a lawsuit in Superior Court.
7. The Rhode Island State Police is committed to providing you with public records in an expeditious and courteous manner.



RHODE ISLAND STATE POLICE PUBLIC RECORDS REQUEST FORM



Requests for records may be submitted by mail to the Rhode Island State Police Headquarters, Legal Office, 311 Danielson Pike, North Scituate, RI 02857; by fax to (401) 444-1105; by e-mail to records@risp.gov, or hand-delivered to any of the RI State Police barracks locations.

Date of Request: _____

Name (optional): _____

Address (optional): _____

City/Town, State, Zip Code (optional): _____

Telephone Number (optional) Home: (____) _____ **Mobile:** (____) _____

Report Number or Description of Records Being Requested:

Please indicate how you wish to receive your response from the following:

- Pick up the records
- Records to be sent via postal mail to address above
- Records to be faxed to fax number: (____) _____
- Records to be e-mailed to: _____

For Office Use Only

Request Taken By: _____ Request Number: _____

Date: _____ Time: _____ Records Available On: _____

Records Provided: _____ Yes _____ No _____ In Part

Date response provided if any exemptions are claimed: _____

Costs for Records: Copies \$ _____ Search and Retrieval \$ _____

Department of Public Safety – Access to Public Records Request Receipt

If you desire to pick up the records, you will be contacted via the phone number or email address, if one was provided, or you may contact the Legal Office at (401) 444-1083 to see when the response is available for pick-up at the Department of Public Safety, Rhode Island State Police Headquarters, at the front desk in the main lobby. If, after review of your request, it is determined that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Department reserves its right to claim such exemption. Note: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please provide the trooper at the front desk of the identifying call log number given to you at the time the request was made. Any parent, guardian or attorney of an involved juvenile requesting records must show identification in order to obtain records, pursuant to R.I.G.L. § 14-1-64.