



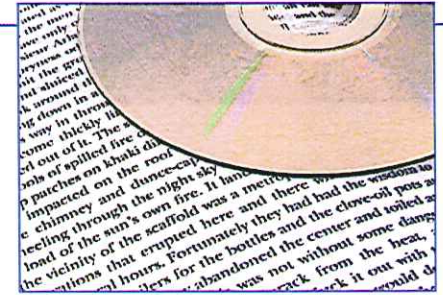
Ardmore Police Department Records Section

Our professional and courteous staff are here to help you with your records requests and needs. Please feel free to visit Records weekdays (except holidays) between the hours of 8am and 5pm

Records Request Reminders:

- Bring your government issued photo identification (driver's license) when you come to Records for a report
- Fill out the Records Request in full. Requests without details may be difficult or even impossible to find. The more information you provide, the more assistance we can be.
- If you wish to obtain multiple records, records more than two years ago, or other special request, please understand these are hand searches and can take longer, sometimes days or even weeks. However, we will do our best to fulfil your request in a timely manner

Records Section



Ardmore Police Department
supports and practices the
rules of the Open Records Act

A Guide to Accessing Public Information

CONTACT:

Records Section: 580-223-1930
Fax: 580-221-2518
Records@ardmorecity.org

For County Court Dispositions,
please call District Court Clerk:
580-223-5253

For City Court Dispositions,
please call City Court Clerk:
580-223-4436

For Juvenile Cases and Progress
Information call Oklahoma Juvenile
Affairs office:
580-223-8032

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ARDMORE POLICE DEPARTMENT

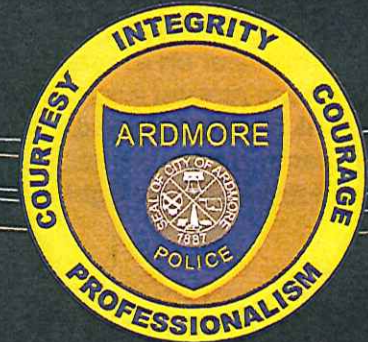


ARDMORE POLICE DEPARTMENT

Second Floor
Ardmore City Hall
23 South Washington
Ardmore, Oklahoma 73401

non-emergency 223-1212
Ardmore CrimeStoppers 580-504-4LAW
Animal Shelter 580-223-7070

IN AN EMERGENCY, DIAL 911



ARDMORE POLICE DEPARTMENT

ARDMORE, OKLAHOMA



Ardmore Police Department's Records Section does not currently charge for one copy of a collision or other report.

Ardmore Police Department Records Section provides local background checks, but cannot run a state criminal history check.

If you need the requested information by a specific date or deadline, please make your request well in advance.

Due to situations beyond our control, we are not always able to deliver the requested report within a few hours or on the same day, which depends on the request and other external factors. We always try to be expedient, but do not always have time to process the numerous requests we receive right away.

We look forward to serving you...

Important Facts

The Oklahoma Open Records Act does exclude some information from public disclosure. If the information you are requesting involves an incident currently under investigation or still active in the court system, juvenile information, allegations of sexual assault or child abuse, or other confidential information, it may not be released.

To obtain records and/or reports, you must provide a government issued photograph identification (such as a driver's license), court orders, or other proof of identity or guardianship.

Ardmore Police Department requires that all records and/or report requests must be submitted in writing and an Ardmore Police Department records request form must be completed.

Ardmore Police Department cannot release information for any incident or situation outside the jurisdiction of Ardmore Police Department. Anything that did not take place within the city limits of Ardmore, Oklahoma must be obtained within that appropriate jurisdiction. Ardmore Police Department does not maintain records for anything outside the city limits.

Although reports are currently available for free, Ardmore Police Department reserves the right to require a fee in the future for obtaining reports.



It is sometimes beneficial to go online for our report request form. This can save time waiting for a report as we search our computer and our paper files for the record you request.

Online Form

- Our Records Request Form is available online at:
<http://www.ardmorecity.org/police/ReportRequest.pdf>
- You can download this form or simply print it before coming to Ardmore Police Department with a records request. Filling out the form in advance saves you time and helps our people serve you better.
- Insurance Companies can fill out this form online and e-mail it to records for report requests to:
records@ardmorecity.org

