

# Submitting a Public Records Request

**USE THE LINK BELOW TO SUBMIT A PUBLIC RECORDS REQUEST.**

**Be prepared to include the following in your request, not including this information could cause a delay in processing and/or additional research/processing fees.**

1) Type of Request

- CAD Incident
- CAD + Phone Call
- CAD + Radio Traffic
- CAD + Phone Call + Radio Traffic
- Administrative Request

1) Date & Time of Incident

2) Location of Incident

3) Agency Involved

4) CAD Incident Number or Case Number (if available)

5) Name(s) of Involved Parties (if known)

- [Submit a Public Records Request for Columbia 9-1-1](#)
- [FAQ & Fees](#)