SENECA COUNTY SHERIFF'S OFFICE

FREDRICK W. STEVENS
Sheriff

CHARLES W. BOYER
Chief Deputy

Public Records Request Policy

Requesting a Record

Pursuant to the Ohio Revised Code, you may request the production of "public records" maintained by the Seneca County Sheriff's Office. In an effort to ensure that all persons are able to obtain public records, this Office permits the duplication of up to five (5) letter or legal-sized paper pages of such records at no cost. Any person requesting the duplication of more than five (5) such pages, or making multiple requests totaling more than five (5) pages in one calendar year, will be charged five cents (5¢) per page for all pages beyond the initial five (5) pages. The actual cost of copies of public records produced on computer disc shall be one dollar ($1.00). The actual cost of copies of public records produced on audiotape and/or videotapes reproduced by this office shall be the cost of the audiotape or videotape. Sheriff's Office public records may be requested by phone, fax, regular mail, in person or email.

Fulfillment Time

Some requests may take days to complete. The records request clerk will notify requesters when the records are ready so be sure to include contact information. Please note that detailed written requests often ensure expediency and accuracy.

Payment

There is no charge to review records in person or to receive records by email (if possible and is dependent on size). There is a nominal charge for photocopying and also charges depending on how you want to receive it. Payment is not required when submitting a request but must be received prior to receiving the records. All payments are to be made in cash and exact amount.

Media Type & Related Costs

- Email PDF (free)
- Compact Disc ($1.00 per disc)
- Hard Copy ($0.05 per page beyond initial 5 pages)
- Photo ($1.00 per photo)
- 8GB Flash Drive ($5.00)
- 16GB Flash Drive ($8.00)
- 32GB Flash Drive ($10.00)

3040 S. State Route 100
Tiffin, Ohio 44883

(W)419-447-3456
(F)419-443-7939

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- Motor vehicle accident reports can be retrieved online at www.publicsafety.ohio.gov
    1. Click on Crash Reports under Quick Links
    2. Click on Crash Report Search
    3. Launch Crash Reports Search
    4. In the Crash Retrieval Module, input the required fields (County & date of crash)
    5. Click Get Report and select the requested accident

    *Private Property Accident Reports are not available online.

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