



POLICE DEPARTMENT, 800 4 Avenue East, Suite 2, West Fargo, ND 58078 ~ 701-433-5500

REQUEST FOR INDIVIDUAL RECORD CHECK

INSTRUCTIONS:

- Please type or print legibly and ensure that all information that is provided is complete.
- Individual Record Checks are conducted using the subject's name, date of birth, and social security number.
- Only West Fargo Police Department records are provided. (Individual arrests and convictions)
- It should be noted the non-criminal citations are available through the West Fargo Municipal Court.
- Juvenile records are not open record and will not be released.
- Victim, witness or mentioned subject information will not be released.
- If the search results in no information the result will state "**NO RECORD FOUND**".
- A fee of \$10.00 per record check must be included with this request regardless of the outcome.
- A check or money order should be made payable to the **City of West Fargo**.

The Information Requested below is Mandatory to Conduct the Individual Record Check

REQUESTER INFORMATION		Date of Request
Name		
Address		
City	State	Zip
Phone Number(s)	Home: AA - AAAAAAAAAAAAAAAA	Cell Phone:
Incidents Requested and Date (to/from) for Incidents		
Signature of Requester:		
SUBJECT NAME		
Name		
AKA/Maiden/Former Name		
Date of Birth	Social Security Number	
Current Address		
City	State	Zip