



SHERIFF'S OFFICE

511 Washington St., Ste.102 • The Dalles, OR 97058
p: [541] 506-2580 • f: [541] 506-2581 • www.co.wasco.or.us

Pioneering pathways to prosperity.

Please submit this form to: Wasco County Sheriff's Office , Attn: Public Records Officer
511 Washington Street, Ste 102, The Dalles, OR 97058

The Sheriff's Office is uncertain whether we possess the public record you are requesting. Upon receipt of this public records request, the Sheriff's Office will search for the requested record and make an appropriate response as soon as practicable. Pursuant to ORS 192.440, a public body may charge reasonable fees to make records available as well as reproduction charges, if applicable. You will be provided a written estimate if the cost may exceed \$25.00. All fees or deposits must be paid prior to accessing the records. The Sheriff's Office fee schedule is the second page of this document.

Name of Requestor: _____ Phone: _____

Address: _____

City, State, Zip Code: _____

Email: _____

NOTE: State and federal law prohibits disclosure of certain records and permits certain public records to be withheld from disclosure.

Records Requested: *Describe the records as specifically as possible, including name, relevant dates, subject matter and type of record.*

Signature of Requestor: _____ Date: _____



FEE SCHEDULE (updated January 2024)

DOCUMENTS*: COPIES OF RECORDS/REPORTS			
	1 – 24 pages	25 – 49 pages	50+ pages
FEE:	\$17.60 per report	\$28.46 per report	\$58.66 per report
FEE:	* Research/Staff Time – fee is based on salary and fringe benefits of the employee charged with the task (such as document research, retrieval, review or redaction), converted to an hourly rate. Time is charged in 15 minute increments with a 15 minute minimum. Call the Sheriff’s Office for an estimate when research or staff time is needed.		

ELECTRONIC TRANSMISSION OF DOCUMENTS	
FEE:	\$5.86 (Fax, Email, FTP, or similar transmission. *Copy and research time fees also apply)

MEDIA:*		
	CD for Digital Photos (up to 700 MB’s per CD)	CD for Digital Recording (up to 700 MB’s per CD)
FEE:	\$17.60 plus *Research/Staff Time	\$17.60 plus *Research/Staff Time

CONCEALED HANDGUN LICENSE:				
	Initial Application	Renewal	Transfer	Duplicate
FEE:	\$100.00 per application <i>plus</i> \$15.00 for fingerprints	\$75.00	\$15.00 for transfer <i>plus</i> \$15.00 for fingerprints	\$15.00 (lost/address change within County)

GARNISHMENTS (Delivery):	
FEE:	\$25.00

NOTICE PROCESS: Summons (+attachments), Notice of Restitution, Civil Subpoena, Citation, Order, Small Claim (for the same court case)					
# of parties/ same court case:	1 person	2 person/1 address	2 persons/2 addresses	3 persons/1 address	4 persons/1 address
FEE:	\$50.00	\$50.00	\$100.00	\$84.00	\$112.00

MILEAGE: (for travel in excess of 75 miles round trip from Courthouse to service location). Fee is <u>in addition</u> to the schedule above.	
FEE:	\$50.00

EVICTION (Writ of Execution of Judgment of Restitution). “Et Al” or “All other occupants” is considered a party in all actions.			
# of tenants	1 or 2/same address	3 same address	4 same
FEE:	\$139.00	\$173.00	\$201.00

OTHER ENFORCEMENT PROCESS (Writ of Execution Replevin, Order of Assistance, Claim and Delivery). *Some enforcement could include other fees. Call for deposit information	
FEE:	\$89.00

REAL PROPERTY :	Writ of Execution	Conveyance of Real Property
FEE:	\$800.00	\$56.00

OTHER FEES:	Fingerprinting	OLCC application
FEE:	\$22.78 per printed card/\$20.90 per electronic submission	\$25.00

Fees are established by the State Legislature or the Wasco County Commission.

Wasco County Sheriff's Office is committed to providing public access to records in a manner that is consistent with the Oregon Public Records Law. (ORS 192.311 to 192.478)

Public records request shall be made in writing, which includes email. Please complete the [Public Records Request form](#) and submit the request in one of the following manners:

(a) email it to sheriff@co.wasco.or.us

(b) fax it to 541-506-2581

(c) hand deliver it to our office located at 511 Washington Street, Suite 102, The Dalles, OR 97058.

(d) mail it to Attn: Records Division, Wasco County Sheriff's Office, 511 Washington St, The Dalles, OR 97058.

Written public records requests shall be responded to without unreasonable delay, in accordance with Oregon law and [Lexipol Wasco County Policy 804.4](#).

Questions: Please call our Records Division [541-506-2580](tel:541-506-2580).