

The Records Section is the central depository and processing section for Incident, Criminal and Florida Traffic Crash Reports generated by the Temple Terrace Police Department. Public records laws as outlined in Florida State Statutes section 119 governs what information must be released and what information must not be released to the public.

Hours of Operation: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Location: City Hall, 3rd Floor, 11250 N. 56th Street, Temple Terrace, FL 33617
Mailing Address: Temple Terrace Police Department, P.O. Box 16930, Temple Terrace, FL 33687
Telephone Number: (813) 989-7112

Fees for Records

A mail request must include a self-addressed, stamped envelope along with a check made out to the Temple Terrace Police Department for the amount indicated in the table below.

POLICE REPORT	\$3.00
TRAFFIC CRASH REPORT **	\$3.00
LOCAL BACKGROUND CHECK	\$3.00
OFFENSE REPORT	\$3.00
CERTIFIED COPY of REPORT	\$4.00
CRIME SURVEY REPORT	\$10.00
TRAFFIC FATALITY REPORT	\$25.00
Extensive Research	Deposit required according to the nature of the request (A special service charge when the nature or volume of public records to be inspected is such as to require extensive use of information technology resources, or extensive clerical assistance or supervisory assistance, or both. Call for fees.

****Release of Florida Traffic Crash Reports**

Per Florida Statute Section 316.066, effective June 5, 2001, accident reports are no longer public records under the provisions of Florida Statute Section 119.07 for a period of 60 days after the date the report is filed. However, they can be made available immediately to:

1. The parties involved;
2. Their legal representatives;
3. Their licensed insurance agents;
4. Their insurers;
5. Persons under contract with such insurer to provide claims or underwriting information;
6. Prosecutorial authorities;
7. Radio and television stations licensed by the FCC;
8. Newspapers qualified to publish legal notices and free newspapers of general circulation, published once a week or more often, available and of interest to the public generally for the dissemination of news. For the purpose of Florida Statute Section 316.066, the following products are NOT qualifying newspapers: those intended primarily for members of a particular profession or occupational group; those with the primary purpose of distributing advertising; those with the primary purpose of publishing names and other personally identifying information concerning parties to motor vehicle crashes;
9. State and Federal Agencies authorized to have access to such reports by any provision of the law.

Per Florida Statute Section 316.066, any person attempting to access accident reports within 60 days after the date the report is filed must present legitimate credentials or identification that demonstrates their qualifications to access the report. Any person, knowing that he or she is not entitled to obtain

information made confidential by this section is guilty of a felony of the third degree, punishable as provided in Florida Statute Section 775.082, 775.083 or 775.084.

When making a request for an accident report which falls within the 60 days time period, one of the following types of credentials and/or identification must be provided in support of any claim for access to the requested report:

1. Drivers license or other governmental issued picture ID, identifying the requester as a party involved in the accident;
2. Signed and notarized letter from an involved party authorizing the pickup of the report on their behalf;
3. Letter from an attorney stating they represent a party involved;
4. Formal written request from an insurance company on company letterhead or otherwise clearly identifiable request form for each report identifying the parties they insure;
5. Written proof demonstrating one is under contract with an insurer for the specific report requested and identifying the insured parties;
6. State or Federal Credentials and/or licenses;
7. As approved by a supervisor in the Records Section.