

Records

To make a records request, please call 386-454-7319 in advance to make sure your request will be available. If possible, we try to send record requests electronically to keep you from having to make a trip to the Police Department. The records office is open Monday-Friday 8:00AM-4:00PM.

Copies of reports are usually available 5-7 business days after the incident date.

To mail requests, please include a self-addressed, stamped envelope and remit to the following:

HSPD Records Division

PO Box 1008

High Springs, FL 32655

Fees

Crime Report: .15 cents for 1 sided copy. Certified copy available upon request.

Crash Report: If within the first 60 days of occurrence, the requestor **MUST** provide photo identification and the completed HSPD Affidavit ([HSMV 94010](#)) .15 cents for 1 sided copy

Background Check (local only): \$2.00

For County wide - contact Alachua County Sheriff's Office (352) 367-4000

Criminal History: Contact Florida Department of Law Enforcement (FDLE) Ph: (850) 410-8109, or by clicking [here](#). \$24

Fingerprinting: \$5.00 - \$10.00 (cash or check only) Available Monday & Wednesday 9am-Noon. You must bring photo ID and fingerprint card with you.

We do not offer live scan fingerprinting.

Property Retrieval: Must call and schedule an appointment to pick up any property