



**Whitley County Probation Department**

101 W. Market Street, Suite B

Columbia City, IN 46725

Phone: 260-248-3117 Fax: 260-248-3169

Date: \_\_\_\_\_

Amy L. Motter  
Chief Probation Officer  
101 W. Market Street, Suite B  
Columbia City, IN 46725

**RE: Probation Records Inquiry**

My name is \_\_\_\_\_, my date of birth is \_\_\_\_\_, and my  
Social Security number is \_\_\_\_\_.

I am requesting a written summary of my juvenile or adult record that is available in and  
to the Whitley County Probation Department. I am in need of this summary before the  
following date: \_\_\_\_\_. My reason for requesting this information  
is: \_\_\_\_\_.

I understand any records contained by the Probation Department are privileged and may  
only be released according to the policies of Whitley County Probation Department (this  
policy will be made available upon request). I further understand that the preparation of  
this summary may not be immediately available, and I will be responsible for making  
arrangement for picking it up at a later time.

If I am a child (a person under 18 years of age), I must also have a parent, guardian, or  
custodian sign this letter. I will also provide photo identification, such as my driver's  
license, when applying for, and picking up this written summary.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parent, Guardian, or Custodian (if applicable)

**Office Use:** \_\_\_\_\_ Was Driver's License or ID provided at application?  
\_\_\_\_\_ Initials of staff person receiving this application