

POLICE REPORT REQUEST FORM

According to the policy of this Department, all report requests are subject to a review procedure before being released and may not be immediately available. We have 10 business days from the request receipt date to respond to your request.

It is our goal to provide the public with access to information legally defined as public while maintaining the confidentiality of information exempted or prohibited by law. Therefore, if releasable and approved, the report you receive may have some information redacted. Longer archived reports or other documents may be subject to a search and segregation fee dependent on the nature of the request. We will contact you prior to initiating the research if it is expected that the cost of your accommodating your request will exceed \$10.00.

As a convenience, many Motor Vehicle Accident Reports will be available for purchase at www.Buycrash.com within 72 hours of the accident. Please remember that you may also be required to file an Operators Crash Report from the Registry of Motor Vehicles. Please check www.massrmv.com and look under the forms tab for detailed instructions regarding this requirement.

Please complete the following so we may respond to your request and contact you when report is ready:

Today's Date: _____

Requestor's Name:

Requestor's Address:

Phone Number: _____ E-Mail

(Please provide a number where a message may be left)

Requested Report Delivery Method: Pick up E-Mail U.S. Mail
(Circle 1) (Must provide stamped self addressed envelope)

Please complete the following in order to assist us in locating the information you are requesting:

Type of Report/Incident: _____ Incident
Date _____ Location _____ Time _____

Description of incident or information requested /Name of involved parties if known.

Please note that exemptions may apply causing your request to be denied. The Chief of Police or his Designee will review questionable requests, and will respond accordingly. Please also be advised that this request is also considered a public record and may be released under the provisions of the Massachusetts Public Records Act.

NPD USE	ONLY
Date Request Rec'd	.
Call #	.
Incident/Accident #	.
Clerk Initials (accepting request)	.
Approved / Denied	.
Date of Response	.
Contact method	.
Date Report picked up/Clerk Initials	
Fee assessed (if applicable)	