



REQUEST FOR POLICE RECORDS

Name (Last, First, M.I.):	DOB:
Address:	Mailing Address (if different):
Email:	Phone Number:
Preferred method of receiving records:	☐ US Postal Mail ☐ Pick Up
Type of Record: ☐ Crime Report ☐ Traffic Accident Report ☐ Unknown or Other	
Date of Incident:	
Party of Interest:	☐ Attorney
□Person Involved	☐ Parent or Guardian of Juvenile
□Property Owner	☐ Other Party of Interest (specify below)
□Authorized Individual (picking up	
the record at request of party of interest	
*must provide notarized authorization)	
Was an arrest made? \square Yes \square No	☐ Unknown
***Note that if an arrest was made and charges were filed by the District	
Attorney's Office, the DA's Office is the only agency that can release records.	
Exception may be made for the victim(s)	
I declare under penalty of perjury: \Box I am a party of interest in the police record.	
☐ I represent a party of interest identified in the police record.	
Signature:	Date:
Office Use Only: Record Released Date:	
☐ Request Denied Reason:	

Definitions of public records may be found in the Town Policy located in the Town Clerk's office. If a Request for Public Record is denied, the Town shall notify the applicant with an explanation within ten (10) days of receipt of the request. Any denial may be appealed in writing, within ten (10) days of the decision to deny the request. Within ten (10) days of receipt of an appeal, the decision will be reviewed by the Department Head/Staff Designee, consult with the Town Attorney as appropriate, confirm or reverse the decision, and notify the Department Head/Staff Designee and Requester, in writing, of the final determination.