

HPD Use Only	
Rec'd	
Call #	
Inc/Acc #	
Approved	
Delivered	
Fee Rec'd	

Request for Police Report

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.

It is our goal to provide the public with access to information legally defined as public, while maintaining the confidentiality of information exempted by law. Therefore if approved, the report you receive may have some information redacted.

The cost of a typical report is \$5.00, payable at the time your request is turned in. Longer or archived reports may be subject to an additional reasonable fee. We will contact you if the amount is expected to exceed \$10.00. Per the Massachusetts abuse prevention law (Chapter 209A), domestic disturbance reports are free of charge to the victim.

Special note about motor vehicle accident reports: For insurance purposes, your insurance company should issue their own request to us and pay the appropriate fee on your behalf. You may request a copy of the police report about your accident for your own information, but you are not required to purchase a copy for your insurance company.

So that we may fill your request & contact you with any questions, please complete:

Today's Date:	
Your Name:	
Address:	
Phone Number:	
	☐ Check ☐ Cash (\$5.00 per report unless otherwise stated)
To he Type of Incident:	lp us locate the information you are requesting, please complete:
Name of any involved party and/or location:	
Date/Time occurred or reported:	

PRIVACY STATEMENT

We will use the information you include on this form to comply with your request. Please note that your request itself is a public record and may be released under the provisions of the Massachusetts Public Records Act. We will not release this information for any other reason.