

AMESBURY POLICE DEPARTMENT

19 School St. Amesbury, Mass. 01913
(978) 388-1217 or (978) 388-1212 (FAX) 388-1220

REQUEST FOR COPIES OF POLICE REPORTS

This form is to be filled out for all requests to receive copies of police reports from the Amesbury Police Department. No reports will be released until full payment has been made, and REPORTS NOT PICKED UP AFTER 4 MONTHS WILL BE DISCARDED. After the 4 months if you decide you still want a copy of the report, a new report request will have to be submitted.

IF THE REPORT IS TO BE MAILED TO YOU:

Submit the completed form to the department and the copy will be prepared and mailed to you.

IF YOU PICK UP THE REPORT AT THE STATION:

All reports can be picked up at the station. Submit this completed form to the department and your request will receive a response within 10 business days from receipt of the completed form. For reports that total less than 10 pages there will be no fees assessed. If your report totals more than 10 pages the fee will be \$.05 per page. You will be notified when the report is ready and the total amount due. If you request video footage, the fee is \$25.00 per CD. *EXACT CHANGE* is required for those reports that require a payment, and the report can be picked up at the front desk.

1. Please choose how you would like to receive your report: Pick up at Station Mail

Email Please enter email address: _____

2. Type of Report: Crash Incident Arrest Other

Report Number if Known and Brief Description:

3. Date and Time of Incident: _____

Location of Incident: _____

4. Requestors Information:

Last Name: _____ First: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone #: _____

5. Subject Involved in Incident:

Last Name: _____ First: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone #: _____

PUBLIC SAFETY CLERKS USE ONLY

RECEIVED BY: _____ DATE: _____ FEE PAID \$ _____ DATE: _____