



Newton Police Department  
Policies & Procedures  
Records (82)

# Request for Police Report - Form

**Introduction**

- For records accountability, information accuracy and time management the following form must be made out for all walk-in records requests.
- Accordingly, in order to receive copies of police reports all of the following information must be completed and the appropriate fee paid.
- The fee for all report copies is five dollars (\$ 5.) per page.

**Information**

DATE OF REQUEST: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

CHECK ONE OF THE FOLLOWING:

I wish the report mailed ( ) I will pick-up the report ( )

CHECK TYPE OF REPORT REQUESTED:

M/V Accident ( ) Arrest ( ) Incident ( ) Log Entry ( )

PERSON REQUESTING REPORT:

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

IDENTIFICATION OF PARTIES INVOLVED:

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Conclusion**

Unless there is an exigent situation, in which case we will try to accommodate you, please allow for five (5) days for compliance with this request.

**Requestor's  
Signature**

\_\_\_\_\_