

GLASTONBURY POLICE DEPARTMENT

REQUEST FOR POLICE REPORT

The Glastonbury Police Department complies with the Connecticut General Statutes pertaining to Freedom of Information. In order to expedite your request for a copy of a police report the following information is required.

Date of request \_\_\_\_\_ Case Number if known \_\_\_\_\_

Incident Description: Type \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location \_\_\_\_\_

Name of person involved \_\_\_\_\_

X Requested by (Name/Print) \_\_\_\_\_

X (Signature) \_\_\_\_\_

Company name(if applicable) \_\_\_\_\_

Telephone number /Home \_\_\_\_\_ Work \_\_\_\_\_

GENERAL INFORMATION:

Charge per page: If a report is under 10 pages, there is no charge. If the report is over 10 pages, there is a \$.50 per page charge for all pages. Advance payment requested. Second Requests by the same individual or company will be charged at \$ .50 per page regardless of the number of pages.

Incident histories require research time and there will be a \$ .50 per page charge for all pages.

Certified copies costs \$ 1.00 for the first page, \$ .50 for each additional page.

Requesting through the mail: You must include a self-addressed stamped envelope, the case number (if it is known), the type of incident, and the name of the driver or victim (not just the insured). If the information is not known by you, please include the date, time and street address of the incident. Please always include your telephone number in the event there is a prepayment-payment required. We do not bill.

In the event the case is still under investigation, your request will be placed in the pending request file (which is regularly checked) until such time as the case becomes releasable.

Criminal arrests pending in Court & DWI arrests, are not releasable by the Glastonbury Police Department until the appropriate disposition is received from the Court. We will notify you of these situations. You may submit if you still want a copy of these cases after it has gone to Court.

Motor vehicle accident reports require a minimum of 4 working days to be completed. Serious accidents may take longer.

Case reports involving juveniles are not public records and will not be released.

POLICE USE ONLY: NO. PAGES \_\_\_\_\_ CHARGE \_\_\_\_\_ DATE RELEASED \_\_\_\_\_