



Hardwick Police Department

Also Serving New Braintree

P.O. BOX 575
Gilbertville, MA 01031
413-477-6708
fax: 413-477-6723

James M. Ayotte
Chief of Police

Request for Police Records

Requested by: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone # _____ Date requested: _____

Email address: _____

Type of Record Requested: _____

Date(s) of incident: _____ Time of incident: _____

Description of Incident:

You will be contacted when your request has been approved and the records have been prepared. All requests shall be processed as soon as practicable and within 10 days, unless otherwise agreed upon. Open investigations may not be released.

Accident reports (For preparing & mailing): .05¢ per page (Plus Postage if mailed).

Furnishing any public record in hand:

The department will provide you with a written, good faith estimate of the applicable copying, search time & segregation time fees to be incurred prior to complying with a public records request where the total cost is estimated to exceed \$10.00. Postage cost may also be assessed to a request.

It is requested that fee's be paid with a personal check, bank check, or money order, made payable to the Town of Hardwick. Cash will be accepted under \$10.00, any returned checks will be subject to a \$25.00 fee.

Signature _____ Date _____
Person requesting report

DO NOT WRITE BELOW THIS POINT

Request Received: _____ Fee Paid: _____ Report OK by: _____ Reports Printed: _____

Sent/Email Request: _____ or Picked Up: _____