

		Rec'd	
		+10 bus days	
		Call #	
		Rept #	
		Approved	
		Delivered	
		Fee Rec'd	



**DONE**

HOLDEN POLICE DEPARTMENT ♦ 1370 MAIN STREET HOLDEN, MA 01520 ♦ 508.210.5600

**IMPORTANT NOTES – PLEASE READ**

- ) Most reports are **not immediately available**; Requests may take **up to 10 business days** to process.
- ) **HOLDEN** incidents only. **PRINCETON** and **WEST BOYLSTON** reports must be requested directly from their respective police departments.

**Request for Police Report**

So that we may locate the requested records & contact you with any questions, please complete:

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PRINT EMAIL ADDRESS CLEARLY.** If illegible, your report will be mailed via USPS. Fee must be prepaid to email report. Some reports may require in-person identification.

Type of Incident: \_\_\_\_\_

Name of any involved party and/or location: \_\_\_\_\_

Date/Time occurred or reported: \_\_\_\_\_

Fee Enclosed:      Check      Cash

- \$5.00 per accident /incident/arrest report
- For complicated requests, fee will have to be calculated
- No fee for victims of domestic violence or identity theft

Preferred delivery method:      Mail (pre-paid only)      Pick-up at station      EMail (pre-paid only)

**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.