

**Shrewsbury Police Department
Public Records Request**

Requests for public records may be oral, written, in person or by mail. MGL Ch. 66 S 10 (b).

A requestor need not identify himself. 950 CMR 32.05 (5) (Unless requesting that reports be mailed to you.) All requests will receive a response within ten days. MGL Ch. 66 S 10 (a-b)

Fees: MGL Ch. 66 S 10 (a). (All fees must be paid in advance)

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|--------------------------------|---|
| 1. Accident Reports (Mailed): | Five dollars for not more than six pages, fifty cents for each additional page. |
| 2. Fire Report (Mailed): | Five dollars for not more than six pages, fifty cents for each additional page. |
| 3. Incident Reports (Mailed): | One Dollar per page. |
| 4. Report picked up in person: | Fifty cents per page. |

Any person denied a public record may seek redress through the administrative process provided by the Office of the Supervisor of Public Records. 950 CMR 32.08 (2).

Reports will not be released until the investigation has been completed, the report filed, typed, and reviewed by a supervisor. This generally takes a minimum of four weeks.

Please contact Julie Guertin 508-841-8364 with questions.

The following **optional** information is requested to assist in finding your requested information.

| | |
|---------|-------------|
| Name | Date |
| Address | Day Phone |
| | Night Phone |

Type of Report Requested:

Accident Arrest Incident Other

Incident Date _____ Incident Number _____

Name of Victim _____

Name of Defendant _____

Name of Vehicular Drivers _____
