PUBLIC RECORDS REQUEST FORM

Today’s Date: ________________________

Name: (optional) ____________________________________________________________

Address: (optional) __________________________________________________________

Telephone: (optional) ________________________________________________________

Requested Records:
If you know the report number(s), please provide it here:
If you don’t know the report number, please describe in the space below the record(s)/report(s) that you wish to obtain. State what type of report you are requesting, ie: accident, incident, arrest, etc. Be as specific as possible and include the date(s) and name(s) of involved parties.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please note: The cost for copied documents is $.15 cents per page.

The police department has ten (10) business days to respond to your request. If these records are not readily available at the time of your request, please indicate whether you wish to:

_______ pick up records     or     ________ send via US mail (be sure address is listed above)

If you visit us outside of normal business hours, complete this request and leave with the clerk/dispatcher who will forward it to the Public Records Officer. Our Public Records Officer is, Lieutenant Kimberly Bertholic, can be contacted by calling (401) 568-2533. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws Section 38-2-2(4)(i.)(A) through (W), the Department reserves the right to claim such exemption.

- - - For Office Use Only - - -

To be completed by Dispatch personnel:

Request taken by: ________________________ Date: __________ Time: __________

To be completed by Records Officer:

Records to be available on: ________________________ Records provided on: ________________________

Number of copies: ________________________ Search/Retrieval time: ________________________