REQUEST FOR POLICE DOCUMENT

Under the provisions of Connecticut General Statute 1-210 the Waterford Police Department may be unable to provide information immediately upon request. A reasonable amount of time will be needed to review and complete a request. Please be advised that your request does not guarantee the release of information to you. Many factors determine whether or not any part of a case can be released. Pending cases must be approved by the State's Attorney's Office prior to release.

Please circle preferred method of receiving documentation:

E-Mail **Regular Mail** **Pick-up at Police Department**

Instructions: Using the space below, please provide as much detail as possible. Print clearly.

Date and Time of Request _____ **Case Number** _____
month / day / year/time

Person Making Request _____
First Name / Middle Initial / Last Name

_____ _____ _____
Date of Birth E-Mail Address Telephone Number

_____
Street / City / State / Zip Code

Signature of Person Making Request _____

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

Case Number _____ **Date Needed** _____

Name and Date of Birth of Person(s) Involved (If you do not know the date of birth, please estimate.)

_____

_____

Date of Incident (If you do not know the exact date, please estimate.)

_____

Type of Incident (Example: motor vehicle accident, arrest, burglary, etc.)

_____

Type of Information or Documentation Requested

_____

Should you need to fax the completed document back to us, our fax number is (860) 443-3953.

For any fees incurred prepayment is required. (Exact change or personal check).