

DOVER POLICE DEPARTMENT

**46 Chestnut Street, Dover, NH 03820-3396 Records Unit Telephone: (603) 516-6138
Request for Access to Police Reports and Public Records**

Name: _____ Telephone: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

• I am requesting information regarding the following situation:

Incident or Case Number: _____ Date: _____ Time: _____

Location: _____

Name and birth date of persons involved: _____

• I am making this request under the following circumstances:

- Under authority of RSA Chapter 91-A, "Access to Public Records".
- As an involved party, or legal representative of an involved party.

• My involvement in this matter is best described as follows:

- Participant Victim
- Witness Insurance Company
- Other (if choosing "other" please provide further explanation): _____

I understand that the information so released may prove unfavorable to me. I agree to hold any source of information blameless for any error in reporting this information. I release all persons whomsoever from any liability arising out of, or resulting from the release of this information.

The fee for a report is \$20 for the first 10 pages and \$1 per additional page. You may include a check in the amount of \$20 when you mail or deliver your request form, and we will contact you if the cost will be higher due to the length of the report. Please make checks payable to "City of Dover". You may also pay by cash at the window, but credit/debit cards are not accepted.

Please note that reports are only available for release if the investigation is complete.

SIGNATURE OF APPLICANT: _____ Date of Request: _____

Police witness: _____ Prepaid?: Yes No

Identification verified?: Yes No

Form of ID: _____

Release Authorization Approval

Records Supervisor: Yes No Initials: ___ If no, reason: _____

Division Commander Yes No Initials: ___ If no, reason: _____

Chief of Police Yes No Initials: ___ If no, reason: _____

Signature of Releasing Authority: _____

Report Released: () YES () NO DATE: _____ (ReportReleaseRequestForm.doc)