

# BUREAU OF POLICE TOWN OF MORRISTOWN

## REQUEST FOR POLICE REPORTS

This form is to be used by persons requesting that their Police Report be mailed or faxed to them. This form is only to be used by persons named in a Police or Accident Report. All other reports must be requested through the Office of the Town Clerk, Town of Morristown in accordance with OPRA guidelines.

Please fill in all fields with as much information as possible in order to help us locate your requested report. This form is to be printed out and mailed to the Police Records Unit with a check or money order for \$5.00. In cases where reports are more than 3 pages or additional media is requested, you will be contacted by a member of the Records Unit and advised of any extra costs.

We ask that you make an effort to provide as much information as possible. If you have any questions, please contact a member of the Police Records Unit at 973-292-6621, Monday through Friday between 8:30am and 3:30pm.

REQUESTING PERSON CONTACT INFORMATION			
NAME OF REQUESTING PARTY		CONTACT TELEPHONE NUMBER	
ADDRESS (STREET, CITY, STATE & ZIP) WHERE RECORDS ARE TO BE SENT			
EMAIL ADDRESS		ALTERNATE CONTACT NUMBER	
POLICE RECORDS BEING REQUESTED			
POLICE INCIDENT REPORT NUMBER	ACCIDENT / CRASH REPORT NUMBER	DATE OF INCIDENT	
LOCATION OF INCIDENT		NAME OF OFFICER TAKING REPORT	OFFICER'S BADGE NUMBER
TYPE OF INCIDENT (IE. THEFT REPORT, LOST ITEM, MOTOR VEHICLE CRASH)			

*Please make check and/or money order payable to **Town of Morristown***

*Mailing Address:*  
**Morristown Bureau of Police**  
**Police Records Unit**  
**200 South Street, cn914,**  
**Morristown NJ 07963-0914**

**PRINT THIS FORM AND SUBMIT WITH PAYMENT**