



# TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

6 Custom Drive • Old Saybrook Connecticut 06475

Michael A. Spera  
Chief of Police

OSPD USE ONLY

- Paid Pickup date \_\_\_\_\_
- Not releasable \_\_\_\_\_

## RECORD REQUEST FORM

Please complete this form to request an official copy of an Old Saybrook Department of Police Services incident report. **Not all reports are releasable.** The ability to release a report will be determined by Department Personnel based on Statuses, Regulations, Policies and Procedures of the State of Connecticut, the Town of Old Saybrook and the Department of Police Services.

**EFFECTIVE JANUARY 1, 2011, A RECORDS SEARCH FEE OF EIGHT DOLLARS (\$8.00) PER RECORD SHALL APPLY DESPITE WHETHER THE SEARCH RESULTS IN THE RELEASE OF RECORDS. THE SEARCH FEE IS PAYABLE BY CHECK OR MONEY ORDER ONLY, MADE OUT TO 'OSPD – RECORDS SEARCH', AND MUST ACCOMPANY THIS REQUEST.**

Please allow up to five (5) business days for the processing of your request.

<b><u>PERSON REQUESTING REPORT</u></b>	Date _____
Name _____	
Mailing Address _____ _____	
Telephone Number _____	(Home)
_____	(Alternate)
Email Address _____	
Best Way To Reach You _____	

<b><u>INFORMATION PERTAINING TO THE REQUESTED RECORD</u></b>
Old Saybrook Police Case Number _____
Type of Incident _____ <i>(Accident/Criminal Investigation/Arrest/Medical Assist)</i>