

LEXINGTON POLICE DEPARTMENT

REQUEST FOR REPORT

NOTE: Release of any record is subject to the provisions of the Public Records Laws.

Today's Date: _____ Incident Date: _____

Requested By (print name): _____

Incident Report Case # if known: _____

Fee: Fifty cents per page when report is picked up at the police station.
One dollar per page plus a stamped self addressed envelope if mailed.

Accident Report ****Operator crash report MUST accompany this request if not already on file with this department. Have you filed your operator's crash report? _____**

Case # if known: _____

Operator(s) name: _____

Location(street name): _____

Fee: Fifty cents per page when report is picked up at the police station.
Five dollars (up to 6 pages) and stamped self addressed envelope when mailed.

For your convenience, please call before coming to the station to be sure the report is ready.

**Generally reports are available within 10 days.
Copies will be held for one month after the request date.**

The fee structure for copies of police reports is defined in Chapter 477 of the Acts of 1982 for the Commonwealth of Massachusetts. M.G.L. 66:1 delegates the supervisor of public records the authority to establish fees and other regulations to administer public record law.

For Police Use Only:

AMOUNT DUE: _____

ID# taking request: _____

Your request has been denied:

- On going criminal case**
- Exempt-Privacy Clause**
- Investigation material**

ID# releasing report: _____