



## TOWN OF ASHLAND, NEW HAMPSHIRE POLICE DEPARTMENT

Chief Anthony L. Randall  
603-968-4000  
Fax 603-968-4009

### Request for Copy of Incident or Accident Reports

It is the policy of the Ashland Police Department that any request for copies of reports be completed in writing. Once the request is received, the report will be available to you within five to ten working days. Under no circumstances will reports be released without a written request and supervisor approval. If an Individual or his/her attorney is requesting a copy of an arrest report, the procedure to follow is to file a request of Discovery with the attorney at the Plymouth Jurisdictional Association at 603-536-8976

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Type of Incident: (i.e accident/theft, etc.) \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

If known, Officer at the scene, scene location, case number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requesting Party: \_\_\_\_\_ Date of Request: \_\_\_\_\_

The above named individual requests a copy of a report on the above stated date and time. This information will be available to the individual within five to ten working days.

A fee of \$15.00 will be charged for the first 5 pages of the requested report, \$1.00 per page will be charged for pages thereafter. There may be additional fees for photographs and report files prior to January 1, 2002.