



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.