

Brunswick Police Department  
85 Pleasant Street  
Brunswick, ME 04011  
(207) 721-4315

**Request for Public Records**

It is the policy of the Brunswick Police Department to make available all records which are defined as public records under applicable law. All requests will be filled and/or rejected with an explanation within five (5) business days of the request.

After 48 hours you may obtain an Accident report on the internet at [www.BuyCrash.com](http://www.BuyCrash.com) with a credit card for \$10.00.

There is a charge for copies of records which is intended to reimburse the reasonable costs of providing the record. The costs must be prepaid for requests involving charges expected to total \$100.00 or more, otherwise they must be paid at the time the report is received. Our charges are as follows:

- \$5.00 for the first 3 pages of a copied document or report, \$0.50 for each additional page;
- \$2.00 for a CD; and
- \$5.00 for a DVD
- \$10.00 for an Accident report.

All of the above charges assume that the document requested exists. Requests for documents which don't exist (and therefore would have to be created – for example, crime statistics for a particular neighborhood) may be refused (due to unavailability of staff time) or require additional charges for preparation of the records.

**Requestor**

While you do not have to give us your name and contact information, it will make it easier to contact you to arrange for an appointment to view records and/or arrange for delivery of copied of records to you if we have a way to reach you.

**Please print**

Date of Request: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Address: \_\_\_\_\_

**Records Requested**

In order to assist us with finding the record you request, please provide as much information below as possible.

Date(s) of Incident: \_\_\_\_\_ Time(s): \_\_\_\_\_

Parties Involved: \_\_\_\_\_

Description of Records Requested (dispatch log, accident report, arrest report, incident report, etc.) :  
\_\_\_\_\_

Would you like to:

- \_\_\_\_\_ Set an appointment to review the records; and/or
- \_\_\_\_\_ Request a copy of the records?

**Office Use Only**

This request is:  
\_\_\_\_ Filled. The charge is \_\_\_\_\_.  
\_\_\_\_ Refused due to:  
\_\_\_\_ Pending criminal investigation / prosecution;  
\_\_\_\_ Juvenile records involved;  
\_\_\_\_ Intelligence information;  
\_\_\_\_ Medical information contained in them;  
\_\_\_\_ 9-1-1 Recording (may only be obtained with court order)  
\_\_\_\_ Other (Give reason: \_\_\_\_\_)

\_\_\_\_\_  
Name of Reviewer Title Date