

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 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 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:

Request a copy of the records?

<u>Office Use Only</u>		
_____	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