



Town of Chelmsford  
Police Department

REQUEST FORM FOR ALL POLICE REPORTS

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Requestor \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

EMAIL \_\_\_\_\_

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Location of Incident \_\_\_\_\_

Additional Information \_\_\_\_\_

Please check off what you are requesting

Report types and Fees

\_\_\_ MOTOR VEHICLE ACCIDENT \$0.05 CENTS /Per Page, IF OVER 5 Pages

\_\_\_ ALL OTHER REPORTS \$0.05 CENTS /Per Page, IF OVER 5 Pages

\_\_\_ PHOTO'S/CDS/ STORAGE DEVICES \$. Actual cost of storage device or material

\*\*\*You will be notified when your report is ready.\*\*\*

If additional fees are required you will be notified prior to the processing of your request.

\*\*\*NOTE: Please allow up to 10 Business days for report requests.\*\*\*

Are you a Defendant in an open court case?

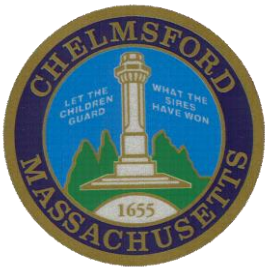
If YES, You are not entitled to a report before your arraignment. However, if you hire an Attorney, they can file for an appearance. (That is just telling the court that they represent you.) The Attorney may than request a copy of the report through the court (Lowell District Court) and it may take 3-4 weeks. (That is called the Discovery process) After your arraignment you get a court packet which includes your report.

\*\*\* The Records Clerk has the right under Massachusetts Public Records Law to make exemptions to Personnel and Medical files or information; also any other material or data related to a specially named individual, the disclosure of which many constitute an unwarranted invasion of personal privacy.

To be filled out by CPD Employee: Date picked up/Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_

How, Hand \_\_\_\_\_ Email \_\_\_\_\_ Mail \_\_\_\_\_



## To be filled out by CPD Employee

What was provided / Case# \_\_\_\_\_

---

Date Notified Records are ready. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Exceptions / Any part of the request denied? If so cite specific exemptions

Based on Massachusetts Public Records law:

\_\_\_ Exemption A: The Statutory Exemption  
(C.O.R.I.)

\_\_\_ Exemption C: The Privacy Exemption  
(Personnel, Medical, unwarranted invasion of personal privacy.)

\_\_\_ Exemption F: The Investigatory Exemption

\_\_\_ Section 12 / Protective Custody / Juvenile

---

---

---

---

---

Employee Handling Request \_\_\_\_\_