



Records Request Form

Officer's Name: _____ Police Case Number: _____

Officer's ID# _____ Date of Incident: _____

Type of Incident: _____ Search by Name: _____

Location of Incident: _____

The Stratford Police Department Records Division requires anyone requesting copies of any incident report to complete this form for the request to be processed. The Records Division will provide all non-exempt records in a prompt fashion after review by this office. Most records are available within 5-10 business days of the incident's occurrence.

State of Connecticut law limits the release of information and report copies. Types of reports that will not be released are:

- Pending cases
- Arrest Reports
- Arrest records of juveniles
- Information on the victim of sexual assault
- Medical Records
- Signed statements of witnesses
- Information to be used in a prospective law enforcement action
- Investigatory techniques
- Uncorroborated allegations
- Refer to Connecticut General Statute 1-210 for complete list.

Copies are available by person or by mail. We do not fax copies of reports. If a report is requested by mail, the requesting person must include the complete file number, a money order for the amount due and a self-addressed stamped envelope.

Copies of reports are \$.50 per side. For example, an accident report is a two-sided document and would cost \$1.00. Purchasing an accident online may require additional fees. No report information is ever given over the telephone.

****Accident Reports are also available online@ <http://www.docview.us.com>****

Requestors Name: _____

Requestors Address: _____

Requestors Phone#: _____ FAX#: _____

Records Division Hours: Tuesday-Friday 9am-4pm.