

Department of
Police Services
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TOWN OF NEWTOWN

RECORDS REQUEST

FEES: Per page = \$.50 DVD/CD = \$20 Thumb drive = \$25

The release of records from the Newtown Police Department will be done in accordance with CT FOI statutes. As such, there may be records which cannot be released and/or records which may contain redactions. It may take up to a week after an incident occurs for reports to be ready for release and requests will be completed in the order that they are received. Fees are payable by cash, check or credit card (those using credit cards will be charged \$1.00 per page and/or an additional \$3.00 per DVD, CD or thumb drive). Motor vehicle accident reports are available through a link at www.newtown-ct.gov/records-division.

Please print contact information below. You will be contacted when your reports are ready for pickup.

Name of Requestor (optional): _____

Date of Request: _____ Phone: _____

Email: _____

In accordance with CT FOI statutes, I am requesting copies of records regarding:

(Please be as specific as possible to include names, dates, locations, dates of birth and case numbers)

Section below to be completed by Records only:
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Records request completed by: _____
Date

No. of pages: _____ No. of DVD/CD: _____ No. of Thumb drive: _____

Amount Charged: _____ Receipt No. _____