

# New Ipswich Police Department

659 Turnpike Road  
New Ipswich, NH 03071

W. Garrett Chamberlain  
Chief of Police

Tel: (603) 878-2771  
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## REQUEST FOR COPY OF A POLICE REPORT

To: Chief of Police

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I hereby request a copy of the following police report(s):

Accident      Arrest      Incident      Domestic Violence Incident/Arrest (if you are the victim)

Other (explain) \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Report Number (if known): \_\_\_\_\_

Location: \_\_\_\_\_ Reporting Officer: \_\_\_\_\_

I understand that the established fee(s) for providing reports is as follows:

First five pages.....	\$15.00 minimum
Each additional page .....	\$ 1.00 per page
Photographs .....	\$ .50 per photograph
Audio tapes .....	\$15.00 each
DVDs.....	\$10.00 each
Video tapes .....	\$40.00 each
Domestic Violence Victims .....	No charge for reports

Please allow five days for delivery (as long as the report is complete and has been approved). The report can be mailed to you or you may make arrangements to pick it up at the station. We do not accept cash, please make your check or money order payable to "Town of New Ipswich". Please note, that in some cases we may require payment in advance.

Date of request: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Please note that insurance companies routinely request and pay for copies of reports on any claims that you make with them. Please consult with your insurance company as to whether or not they have already requested a copy of the report. We will be happy to provide a copy of any report to you, but you will be billed for this report even if your insurance company has requested and paid for their own copy.