



# HAVERHILL POLICE DEPARTMENT

East Haverhill – Haverhill Corner – Mountain Lakes - North Haverhill – Pike – Woodsville

2975 Dartmouth College Highway, North Haverhill, NH 03774

*"Doing the work, serving the public with dignity and respect."*

## REQUEST FOR COPY OF POLICE REPORT

It is the policy of the Haverhill Police Department that any requests for copies of reports be completed in writing. Police reports will be processed for release as soon as possible, subject to regulations governed by NH RSA 91-a, Driver Privacy Act, and any other law or police that may apply to the requested material. Information deemed sensitive or confidential will be redacted.

A fee may be charged for copies of reports to cover the expenses incurred, as determined by per the Town of Haverhill fee schedule, as established by the Board of Selectmen, or any other applicable laws and regulations. There is no charge for arrest records if the request is part of discovery.

### TYPE OF REPORT REQUESTED:

Arrest Report:  Incident Report:  Other:

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### If known:

Case #: \_\_\_\_\_ Officer(s) on scene: \_\_\_\_\_ Incident Date: \_\_\_\_\_

Brief description of incident (*if case # is not known*) and records sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR POLICE DEPARTMENT USE ONLY:

Records not provided and why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy prepared:  Case #: \_\_\_\_\_ No report available – Request returned:

Report prepared by: \_\_\_\_\_

APPROVED:  NOT APPROVED:  Chief of Police Signature: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Paid:  N/A:  Records released to requesting party on: \_\_\_\_\_

Released by: \_\_\_\_\_  
Print Name Signature