

# Rochester Police Department Report Request

It is our goal to provide the public with access to all information defined as public by the law, while maintaining the confidentiality of information exempted from release. **Copies are \$.50 PER PAGE.** Requests will be processed for release as soon as possible, subject to regulations governed by NH RSA 91-A, the city of Rochester Right to Know Policy and/or Driver Privacy Act. **\*\*All fields are required to be completed\*\***

**\*Requested By:** \_\_\_\_\_

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

**\*Phone Number:** \_\_\_\_\_

Use the space below to **describe the report you are requesting** with *as much detail as you have*, such as the report number if known, the officer's name, the **date** and **location** of incident, victims, complainants, or person(s) charged, and any other information which will aid in researching the report.

**\*\*\*Documents Requested:**

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

## For Internal Use Only

Approved Y/N Date: \_\_\_\_\_

Supervisor's Initials \_\_\_\_\_

Notes: \_\_\_\_\_

Fee Charged: \$ \_\_\_\_\_

\_\_\_ Copy Prepared Date: \_\_\_\_\_

\_\_\_ Copy Not Available, Returned Date: \_\_\_\_\_

\_\_\_ Spoke to Requestor \_\_\_ CLM \_\_\_ Unable to Contact

Date Last Checked For Completion: \_\_\_\_\_

