



## APPLICATION FOR PUBLIC ACCESS TO RECORDS

### REQUESTS FOR COURT DOCUMENTS SHOULD BE DIRECTED TO THE COURT DEPARTMENT

EMAIL A COPY (NO FEE - Max. amount 4 pages. If more than four pages, \$.25 per 8 ½" x 11", per side)  
*"Please include your email address in the information below"*

I HEREBY APPLY TO:

OBTAIN A COPY (\$.25 per 8 ½" X 11" per page, per side. All other sizes based on the town fee schedule)

INSPECT A COPY

OF THE FOLLOWING RECORD(S): (See second page if you are requesting records pertaining to the Police Department)

\_\_\_\_\_  
DATE INFORMATION REQUESTED

\_\_\_\_\_  
BUSINESS/GROUP REPRESENTATIVE (if applicable)

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
ADDRESS/ZIP

\_\_\_\_\_  
NAME OF PERSON REQUESTING INFO (please print)

\_\_\_\_\_  
DAYTIME TELEPHONE NUMBER / FAX NUMBER

\_\_\_\_\_  
SIGNATURE OF PERSON REQUESTING INFO

**FOR AGENCY USE ONLY**

\_\_\_\_\_  
SIGNATURE RECORDS ACCESS OFFICER

\_\_\_\_\_  
DATE

DEPT. REFERRED TO \_\_\_\_\_

RESPOND TO TOWN CLERK BY: \_\_\_\_\_

**APPROVED**

(Dept. Head Initials): \_\_\_\_\_

**DENIED FOR REASON(S) CHECKED BELOW:**

(Dept. Head Initials): \_\_\_\_\_

- ( ) CONFIDENTIAL DISCLOSURE
- ( ) PART OF INVESTIGATORY FILES
- ( ) UNWARRANTED INVASION OF PERSONAL PRIVACY
- ( ) RECORD NOT MAINTAINED BY THIS AGENCY
- ( ) RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
- ( ) OTHER (SPECIFY) \_\_\_\_\_

**WITHIN FIVE (5) BUSINESS DAYS, THE DEPARTMENT MUST:**

- DENY REQUEST; OR
- MAKE THE RECORD AVAILABLE; OR
- FURNISH **WRITTEN ACKNOWLEDGEMENT** OF RECEIPT OF THE REQUEST STATING THE APPROXIMATE DATE WHEN THE INFORMATION WILL BE MADE AVAILABLE

**\*\* TOWN CLERK MUST BE COPIED IN ON ALL RESPONSES \*\***

**UPON COMPLETION, FORWARD TO THE TOWN CLERK FOR RELEASE. THE TOWN CLERK WILL:**

- REVIEW THE INFORMATION FOR RELEASE AND CONTACT THE REQUESTOR; OR
- DENY ACCESS **IN WRITING** GIVING REASON FOR DENIAL (REQUESTOR HAS A RIGHT TO APPEAL DENIAL BY SUBMITTING A LETTER TO THE BOARD AT THE ADDRESS BELOW)

APPROVED FOR RELEASE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACTED REQUESTOR ON: \_\_\_\_\_ FEE TO BE COLLECTED \$ \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED ON FREEDOM OF INFORMATION REQUESTS FOR THE POLICE DEPARTMENT. IF THIS INFORMATION IS NOT INCLUDED IN YOUR REQUEST, YOUR APPLICATION WILL BE DENIED.**

**IF REQUESTING INFORMATION ON:**

1. SPECIFIC INDIVIDUAL (i.e., ARREST RECORD)
  - DATE OF BIRTH
2. SPECIFIC ADDRESS (i.e., CALLS TO A SPECIFIC ADDRESS)
  - DATE OR TIME FRAME
3. SPECIFIC REPORT (i.e., ACCIDENT, INCIDENT, ETC)
  - DATE OF ACCIDENT/INCIDENT
  - LOCATION
  - NAME(S) OF PERSONS INVOLVED (IF POSSIBLE)