

**Bethany Police Department
Request For Records**

Date of Request: _____

Person Making Requests: _____

Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Are You: A Member of the News Media?

A Scholar or Author Researching Government Affairs?

Case Number (If Known): _____

Date of Incident: _____

Please describe the type of information being requested. (Persons involved, location, report type, etc.) Please be as specific as possible.

Do you want copies of the records?

Yes No

Do you intend to use this information for commercial purposes?

Yes No

Some records are immediately available and you may receive them now. Some records require time to search. You will be notified upon receipt of this application as to the time required. At our option, you may be given access to all records and asked to make your own search. By making this request for records, you agree to pay all photocopying and searching fees if applicable, in the amounts and under such conditions as are posted on the latter portion of this request form.

If not available now, I will pick up the records at the station at a later time.

If not available now, please mail to the address listed above.

Please fax this report to: _____ (Local Numbers Only)

Signature: _____

FEES:

\$2.00 per copy (of each entire case)

\$10.00 /hr (search fee where applicable)