

**Bethany Police Department  
Request for Records**

Date of Request: \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

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.**

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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 requests 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 search 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 the address listed above.
- Please fax this report to: \_\_\_\_\_ (Local Numbers Only)
- Email

Signature: \_\_\_\_\_

Fees:  
\$2.00 per copy (of each entire case)  
\$10.00/hr search fee (where applicable)