



Michael A. Spera  
Chief of Police

# TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

225 Main Street • Old Saybrook, Connecticut 06475

## RECORDS REQUEST FORM

Please complete this form to request an official copy of an Old Saybrook Department of Police Services incident report. Not all reports are releasable. The ability to release a report will be determined by Department Personnel based on Statutes, Regulations, Policies and Procedures of the State of Connecticut, the Town of Old Saybrook, and the Department of Police Services.

### Person Requesting Report

\_\_\_\_\_  
*First, MI, Last*

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

\_\_\_\_\_  
*Street / PO Box*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*Cell Phone*

\_\_\_\_\_  
*Email Address*

### Information Pertaining to the Requested Record

Old Saybrook Police Case Number: \_\_\_\_\_

Type of Incident: \_\_\_\_\_  
*(Accident / Criminal Investigation / Arrest / Medical Assist)*

What is the best way to reach you? \_\_\_\_\_

When is the best time to reach you? \_\_\_\_\_

Effective January 1, 2011 a records search fee of eight dollars (\$8.00) shall apply despite whether the search results in the release of records. Checks or money orders shall be made out to "OSPD – Records Search" and must be accompanied with this request.

**Please allow five (5) business days for the processing of your request.**