



Michael A. Spera  
Chief of Police

# TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

6 Custom Drive • Old Saybrook Connecticut 06475

## BACKGROUND CHECK REQUEST FORM

OSPD USE ONLY

- Paid Pickup date \_\_\_\_\_  
 Not releasable \_\_\_\_\_

Please complete this form to request an official copy of an Old Saybrook Department of Police Services background check. The ability to release a report will be determined by Department Personnel based on Statuses, Regulations, Policies and Procedures of the State of Connecticut, the Town of Old Saybrook and the Department of Police Services.

**EFFECTIVE JANUARY 1, 2011, A RECORDS SEARCH FEE OF EIGHT DOLLARS (\$8.00) PER RECORD SHALL APPLY DESPITE WHETHER THE SEARCH RESULTS IN THE RELEASE OF RECORDS. THE SEARCH FEE IS PAYABLE BY CHECK OR MONEY ORDER ONLY, MADE OUT TO 'OSPD – RECORDS SEARCH', AND MUST ACCOMPANY THIS REQUEST.**

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

### PERSON REQUESTING REPORT

DATE \_\_\_\_\_

FULL NAME \_\_\_\_\_

ALIAS/MAIDEN NAME \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_