



**TOWN OF OLD SAYBROOK
DEPARTMENT OF POLICE SERVICES**

36 Lynde Street, Old Saybrook, CT 06475

OSPD USE ONLY

☐ Paid Pickup date _____
☐ Not releasable _____

Michael A. Spera
Chief of Police

RECORD 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 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 WHETHER THE SEARCH RESULTS IN THE RELEASE OF RECORDS OR NOT.

\$8.00 FEE PAYABLE BY CHECK OR MONEY ORDER ONLY [MADE OUT TO 'OSPD – RECORDS SEARCH'] MUST ACCOMPANY THIS REQUEST.

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

PERSON REQUESTING REPORT

Date _____

Name _____

Mailing Address _____

Telephone Number _____ (Best)

(Alternate)

Email Address _____

INFORMATION PERTAINING TO THE REQUESTED RECORD

Old Saybrook Police Case Number _____

Type of Incident _____