



# THORNTON POLICE DEPARTMENT REQUEST FOR COPY OF REPORT



16 MERRILL ACCESS ROAD, THORNTON NH 03285  
OFFICE: (603) 726-4222      FAX: (603) 726-7632

It is the policy of the Thornton Police Department that any requests for copies of reports be completed in writing. Police reports will be processed for release as soon as possible, subject to regulations governed by NH RSA 91a and/or Driver Privacy Act, and any other law or police that may apply to the requested material.

A fee of \$25.00 (per report) will be charged for copies of all reports per the Town of Thornton fee schedule, as established by the Board of Selectmen. There is no charge for arrest records if the request is part of discovery.

### TYPE OF REPORT REQUESTED:

Arrest Report:  Incident Report:  Other:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Case Number: \_\_\_\_\_ Officer at scene: \_\_\_\_\_

Report Description/Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR INTERNAL USE ONLY:

Copy prepared for requesting party:  Copy not available – request returned:

APPROVED – YES:  NO:       Approved by: \_\_\_\_\_ Initials: \_\_\_\_\_

Report prepared by: \_\_\_\_\_ Initials: \_\_\_\_\_

Fee Charged \$ \_\_\_\_\_ Receipt # \_\_\_\_\_