

# REQUEST FOR POLICE DOCUMENT

Under the provisions of the Freedom of Information Act(s) the Waterford Police Department has four business days to respond to your request. Please be advised that your request does not guarantee the release of information to you. Many factors determine whether or not any part of a case can be released.

**Please circle preferred method of receiving documentation:**

**E-Mail**

**Regular Mail**

**Pick-up at Police Department**

**Instructions:** Using the space below, please provide as much detail as possible. Print clearly.

**Date of Request** \_\_\_\_\_  
month / day / year

**Case Number** \_\_\_\_\_

**Person Making Request** \_\_\_\_\_  
First Name / Middle Initial / Last Name

\_\_\_\_\_

Date of Birth

E-Mail Address

Telephone Number

\_\_\_\_\_

Street / City / State / Zip Code

**Signature of Person Making Request** \_\_\_\_\_

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**Case Number** \_\_\_\_\_

**Date Needed** \_\_\_\_\_

**Name and Date of Birth of Person(s) Involved** (If you do not know the date of birth, please estimate.)

\_\_\_\_\_  
\_\_\_\_\_

**Date of Incident** (If you do not know the exact date, please estimate.)

\_\_\_\_\_

**Type of Incident** (Example: motor vehicle accident, arrest, burglary, etc.)

\_\_\_\_\_

**Type of Information or Documentation Requested**

\_\_\_\_\_

Should you need to fax the completed document back to us, our fax number is (860) 443-3953.

For any fees incurred prepayment is required. (Exact change or personal check).