



TOWN OF BOURNE POLICE DEPARTMENT



DENNIS R. WOODSIDE
CHIEF OF POLICE

35 Armory Road • Bourne, Massachusetts 02532

Phone: (508) 759-4420 - Ext. 8001

dwoodside@townofbourne.com

Address all communications to Chief of Police

REQUEST FOR PUBLIC RECORDS

DATE OF REQUEST: _____

R
E
Q
U
E
S
T
O
R

NAME: _____ PHONE NUMBER: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____
Required if requesting reports by eMail

R
E
Q
U
E
S
T

TYPE OF REPORT REQUESTED:

- Accident Report
 Arrest Report
 Dispatch Call
 Incident Report
Theft, Larceny, Vandalism, etc.
- Other: _____

DATE/TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

DELIVERY/CORRESPONDENCE METHOD (How would you like reports and other communication about this request sent?):

- E-mail Address Listed Above
Please make sure @TOWNOFBOURNE.COM is NOT blocked by your SPAM filter
- In-Person Pickup at BPD
- Mailing Address Listed Above
Postage & Handling of \$1.00 (or actual cost if more)

ONLY SELECT ONE OPTION. IF BOTH ARE SELECTED, YOU WILL ONLY RECEIVE YOUR REPORTS VIA E-MAIL

All requests for reports will responded to within ten (10) days of receipt of the request with an estimate of costs for the requested information, if applicable.

NOTE ABOUT REQUESTS FOR REPORTS INVOLVING DOMESTIC VIOLENCE OR HARASSMENT

The law limits access to reports involving domestic violence and harassment. VICTIMS shall be provided a copy of the report, in-hand, at the time of the request (at no charge to the victim). All other requests will be reviewed to maintain compliance with the law.

If determined that a fee is applicable to your request, reports will not be provided until payment is received. Cash and Check are the only acceptable forms of payment. Checks must be made payable to the **Town of Bourne.**

OFFICE USE ONLY - DO NOT COMPLETE BELOW THIS LINE

Request Received By: _____

Signature: _____

Date Request Rcvd: _____

Total Payment Rcvd: _____

Cash Check CK #: _____

Report Number(s): _____

OIC Authorizing Release if DV: _____

Report Mailed/E-Mailed

Request Denied
 Response Mailed/E-Mailed

Report Left in Dispatch
Awaiting Payment

Estimate Provided to Requestor
Awaiting Payment

More Information Needed

Report Provided In Person

Date Sent: _____

Date Sent: _____

Cash Amount: _____

Pickup Date: _____

Amount Rcvd: _____

Date Sent: _____

Amount Rcvd: _____

Date Sent: _____

Date: _____