# INCIDENT REPORT REQUEST

 **[ ]  Accident**  **[ ]  Vandalism**  **[ ]  Break** **[ ]  Miscellaneous**

**Report Fees:**

1. Accident report reproduction - FREE\*
2. Incident report (includes reproduction, search and segregation) - FREE\*
3. Multiple report costs are based on reproduction, search and segregation costs\*
4. Address searches are based on reproduction, search and segregation costs\*

 \*A cost of processing the request may be quoted based upon the number of documents,

 and if so, a written quote will be given for the cost of reproduction, search and segregation.

**Payment:** Payment must be in the form of cash, cashier’s check or money order.

Payment must be received in order for your request to be finalized.

***Personal checks are not accepted. Credit cards accepted with additional service fee.***

**Processing:** The Massachusetts Public Records Law and the Freedom of Information Act stipulates that the Leicester Police Department respond within 10 days from the receipt of a request for records.

**PLEASE PRINT CLEARLY AND LEGIBLY – please circle response preference: EMAIL / USPS / PICKUP**

**DATE OF REQUEST:**

**Date(s) of Incident:**  \_\_\_\_\_\_\_

**Location of Incident:**

**Involved Name:**

**Requesting Party’s Name:**

**Requesting Party’s Address:**

**Requesting Party’s Email Address:**

**Requesting Party’s Phone**

**The information requested will be mailed to the**

**requesting party’s address within 10 business days.**