



CARVER POLICE DEPARTMENT

112 B Main Street
P.O. Box 985
Carver, MA 02330
Telephone: 508-866-2000
Fax: 508-866-4538



Cranberry Land U.S.A.

Michael R. Miksch
Chief of Police

Public Records Request Form

It is the goal of the Records Division of the Carver Police Department to provide the public with access to all information defined as public by law or regulation, while maintaining the confidentiality of information exempted from release. So that we may fully comply with all laws and regulations, records requested will be provided within ten days of your request. Written estimates will be mailed within ten days when the estimated cost to provide those records exceeds \$10.00.

In order that we may find the information you seek, please fill out the following:

Name of any party involved: _____

Type of incident: _____

Date and time occurred or reported: _____

In order that we may get this information to you, please fill out the following:

Your name: _____

Your address: _____

Your telephone number: _____

Fees for preparing and mailing:

Motor Vehicle Accident reports - \$5.00 for up to six pages, \$0.50 per page thereafter.

All other reports - \$1.00 per page.

Complex requests will be charged for time spent searching and segregating material. Current rates for such labor range from \$14.21 to \$52.18 per hour.

Fee for furnishing any public record in hand to a person requesting such records: \$0.50 per page.

----- For Records Division use only -----

Date received: _____ Incident #: _____

Date provided: _____ Search time: _____ Segregation Time: _____

Reviewed by: _____ Total costs: _____