



Mendon Police Department  
**PUBLIC RECORDS REQUEST**

REQUESTOR'S INFORMATION:

Date \_\_\_\_\_

(Please print)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Business \_\_\_\_\_ Home \_\_\_\_\_

Please identify the report or information you are requesting (Date, Time, Type of incident, Officer, Defendant or Victim):

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Information excluded from Public Records under Chapter 4, Section 7, Clause 26 of Massachusetts General Laws or otherwise protected by law (such as Criminal History Systems Information, Chapter 6 Section 167, and Rape Shield Law, Chapter 41, Section 97D, Chapter 111B, Chapter 119 Section 51 through 51E, and other pertinent statutes) will not be released without court order from a court of proper jurisdiction.

All requests should be accompanied by a check for the proper amount made out to the Town of Mendon:

- a. For preparing a motor vehicle accident report - **\$5.00 per two-sided report**
- b. For preparing crime, incident or miscellaneous reports - **\$1.00 per page**
- c. For preparing any public record other than above - **\$.50 per page**
- d. For record searches involving documents older than six months or requests for information which lack specificity requiring lengthy search. - **\$10.66 per hour or portion of hour**
- e. Requests for information will be processed within no more than ten (10) days as required by Chapter 66, Section 10.

*For office use only:*

Date request filled \_\_\_\_\_ Check # \_\_\_\_\_