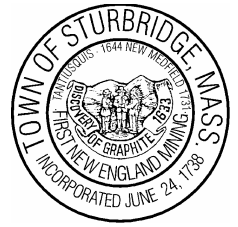




**TOWN OF STURBRIDGE
POLICE DEPARTMENT
Office of the Chief of Police
THOMAS J. FORD III**



346 Main Street, Sturbridge, MA 01566
Office (508) 347-2525 · Fax (508) 347-7904
Sturbridgepd@charter.net



Public Records Request Form

It is the goal of the Records Division of the Sturbridge 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 mailed within ten days of your request.

Please check one:

- Motor Vehicle Accident Report - \$5.00 prepaid with a self addressed stamped envelope.
- Arrest Report - \$5.00 for the first 6 pages \$.50 per additional page.
- Incident Report - \$.50 per page picked up or \$1.00 per page mailed.
- Other types of records - Actual cost to copy, written estimate will be sent in the mail when request will exceed \$10.00.
- Video Request - \$25.00 per tape picked up at the Police Station.
- Video Request mailed certified- \$31.00.

Name of principal party involved: _____

Location of incident: _____

Date and Time occurred or reported: _____

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

Your Name: _____

Please check one:

- Involved Party
- Attorney
- Other: _____

Your Address: _____

Street Town State Zip

Your Telephone Number: (_____) _____ - _____

_____ For Records Division Only _____

Incident #: _____ Accident #: _____ Arrest #: _____

Completed on ___/___/___ by _____ left at dispatch in hand mailed unavailable

Amount: \$ _____ Cash Check # _____ Money Order _____

The Mission of the Sturbridge Police Department is to work in partnership with the Community to protect life and property, solve neighborhood problems, and enhance the quality of life in our town.

The Town of Sturbridge is an Equal Opportunity Organization