



Hartford Police Department

812 VA Cutoff Road
White River Junction, Vermont 05001
Phone: 802-295-9425 Records: 802-478-1940 Fax: 802-291-9822

RECORDS REQUEST FORM

Identification May Be Required

Date of Request: _____ Type of Incident: _____

Date(s) of Incident: _____ Location: _____

Incident/Case Number: _____ (if known)

Requested By: _____
First Name Last Name

Record Type Being Requested: Written Report Audio Recording Video Recording All
Fees: \$25.00 Report*, \$50.00* Audio/Video Recordings *additional cost may apply
Paid by Cash or Check/Money Order payable to the Town of Hartford

Are you the:
 Victim Complainant Attorney (Circle one: Public Defender or Private) Other _____

Contact Information:
Phone Number (home or cell): _____ E-mail Address: _____

Mailing Address: _____

City/Town: _____ State: _____ ZIP: _____

Purpose for wanting this report: *(if for court, indicate court date, or date needed by):*

Person(s) Involved:

First Name Last Name Date of Birth: _____

First Name Last Name Date of Birth: _____

Law Enforcement investigative police reports are exempted from the Vermont Public Records Law as prescribed in Title 1 VSA Section 317 (c) (5)

ALLOW 3-5 DAYS TO PROCESS. INCOMPLETE FORMS MAY BE RETURNED FOR FURTHER INFORMATION.

INTERNAL USE ONLY

Approved for release: _____ Chief Designee Date: _____ p

Denied release: _____ Chief Designee Date: _____

Denied/Subpoena Required

Identification

Number: _____ State: _____ Verified by: _____ Fee Received