

Ashby Police Department

893 Main Street
P.O. Box 280
Ashby, MA 01431
www.AshbyPolice.org

Phone: (978) 386-5652

Fax: (978) 386-7753

REQUEST FOR COPIES OF PUBLIC RECORDS FROM THE POLICE DEPARTMENT

NOTICE:

For submitted motor vehicle crash reports, contact the Registry of Motor Vehicles.

For Arrest Reports, contact the District Attorney's Office at the Ayer District Courthouse directly, (978-772-2100).

Open cases must file for the discovery process.

Completed requests will be mailed to the address you specify below:

For all other records requested, please complete the following:

Your Name: _____

Your Address: _____

Your Phone Numbers: _____

Records requested: (Be as specific as you can)

Incident Date: _____ **Approximate Time:** ___: ___ a.m./p.m.

Officer (s) Involved (Name or Badge Number) _____

Please describe the particular records you are looking to obtain copies of:

For more information, please review Massachusetts General Law Chapter 4, Section 26, and Chapter 66, Section 10. This request may require up to ten (10) days for a response.

Be advised that certain records are shielded from public inspection by law, and other records may be temporarily withheld. If this applies to the records you request, you will be notified of the exclusion in writing.

FEE to be paid prior to research. Motor Vehicle Accident Report = \$5.00 for up to six (6) pages, and \$.50 for each additional page (This includes mailing to requestor). Crime, Incident and miscellaneous reports are subject to a fee. Notice of exact fee will be provided prior to incurring any costs.

Office Use Only:

Rec'd by: _____ Date & Time Rec'd: _____
Date completed: ___ / ___ / ___ Fee Charged: \$ _____ By: _____
