

REPORT REQUEST FORM

A check or money order made payable to the TOWN OF RAYMOND for the amount of \$22.00 (per report requested) is required at the time this request is made. Cash is not accepted at the Police Department, but you may pay cash at the Town Office and bring the receipt to the station.

All requests take between **5-7 business days to process**. Please only call the department at #895-4222 during normal business hours to check on the status of your report after the 5-day period has elapsed.

NOTE: Applications without the proper fee WILL NOT be processed.

TYPE OF REPORT REQUESTED:

MV ACCIDENT REPORT Report # _____ CK/MO # _____
Date of Accident: _____
Location: _____
Driver: _____
Owner: _____
Other Drivers: _____

POLICE INCIDENT REPORT Report # _____ CK/MO# _____
Date of Incident: _____
Location: _____
Type of Incident: _____
Parties Involved: _____

 **THIS FORM CANNOT BE USED TO REQUEST ARREST REPORTS. TO OBTAIN A COPY OF YOUR ARREST REPORT CONTACT THE PROSECUTION DEPARTMENT AT #895-0913.**

I would like to request a copy of the above report from the Raymond Police Department. I have enclosed the **\$22.00 fee** (per report requested) in check/money order form made payable to **the Town of Raymond**, and I understand this request may take between **5-7 business days to process**.

NAME – PLEASE PRINT _____ ADDRESS – PLEASE PRINT _____
 Please **CONTACT** me to pick-up report: Tel. #: _____
Signature _____ Date _____
OR Please **MAIL** this report to: _____