

Brunswick Police Department  
28 Federal Street  
Brunswick, ME 04011  
(207) 725-5521

**Request for Public Records**

It is the policy of the Brunswick Police Department to make available all records which are defined as public records under applicable law. All requests will be filled and/or rejected with an explanation within five (5) business days of the request.

There is a charge for copies of records which is intended to reimburse the reasonable costs of providing the record. The costs must be prepaid for requests involving charges expected to total \$100.00 or more, otherwise they must be paid at the time the report is received. Our charges are as follows:

\$5.00 for the first 3 pages of a copied document or report, \$0.50 for each additional page;  
\$2.00 for a CD; and  
\$5.00 for a DVD.

All of the above charges assume that the document requested exists. Requests for documents which don't exist (and therefore would have to be created – for example, crime statistics for a particular neighborhood) may be refused (due to unavailability of staff time) or require additional charges for preparation of the records.

**Requestor**

While you do not have to give us your name and contact information, it will make it easier to contact you to arrange for an appointment to view records and/or arrange for delivery of copied of records to you if we have a way to reach you.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

**Records Requested**

In order to assist us with finding the record you request, please provide as much of the below as you know.

Date(s) of Incident: \_\_\_\_\_ Time(s): \_\_\_\_\_  
Parties Involved: \_\_\_\_\_  
Description of Records Requested (dispatch log, accident report, arrest report, etc.) :  
\_\_\_\_\_

Would you like to:  
\_\_\_\_ Set an appointment to review the records; and/or  
\_\_\_\_ Request a copy of the records?

<b><u>Office Use Only</u></b>		
_____	This request is:	
_____	Filled. The charge is _____.	
_____	Refused due to:	
_____	_____ Pending criminal investigation / prosecution;	
_____	_____ Juvenile records involved;	
_____	_____ Intelligence information;	
_____	_____ Medical information contained in them;	
_____	_____ 9-1-1 Recording (may only be obtained with court order)	
_____	_____ Other (Give reason: _____ )	
_____	Name of Reviewer	_____
_____	Title	_____
_____	Date	_____