

Brunswick Police Department
85 Pleasant Street
Brunswick, ME 04011
(207) 721-4315

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.

You may obtain an Accident report on the internet at www.CrashDocs.org with a credit card for \$10.00. This may take up to 5 days to be available.

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:

- a. Report (FOAA/Accident) 1-7 pages: \$12.00
- b. Additional page after seven (7): \$1.00
- c. Color photos on printed paper: \$2.00 each
- d. Non-paper Requests (VHS, DVD, CD, Audio): \$25.00 for each request
- e. Research Fee (for searching, retrieving, and compiling records): \$15/hour
- f. Expedited Service: \$25.00
- g. Conversion Charge (converting to usable format): \$2.00
- h. Postage Fee

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 delivery of copied of records to you if we have a way to reach you.

Please print

Date of Request: _____ Name: _____ Phone: _____
Email: _____ Address: _____

Records Requested

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

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

Would you like to: Request a copy of the records?

Office Use Only

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 _____