

Madison Police Department

RECORDS DIVISION REQUEST

SEND THIS FORM WITH FEE TO:
 MADISON POLICE DEPARTMENT
 RECORDS DIVISION
 9 CAMPUS DRIVE
 MADISON, CT 06443

DO NOT SEND CURRENCY, MAKE CHECK PAYABLE TO: MADISON POLICE DEPARTMENT



COMPLETE FORM AS ACCURATELY AS POSSIBLE. CONCISE INFORMATION WILL AID IN AN ACCURATE SEARCH FOR THE RECORDS REQUESTED

APPLICANT NAME:		APPLICANT DATE OF BIRTH:	
APPLICANT ADDRESS (STREET/APT. NO.):			
APPLICANT ADDRESS (CITY/TOWN/STATE/ZIP)			
APPLICANT PHONE:		POLICE CASE NUMBER:	
NAME OF PERSON INVOLVED/VICTIM/COMPLAINANT/OFFENDER ETC.:			
TYPE OF COMPLAINT		LOCATION OF COMPLAINT	
DATE OF COMPLAINT		TIME OF COMPLAINT	
APPLICANT'S SIGNATURE:		DATE OF REQUEST	

FEE NOT REFUNDABLE. ALLOW 10 BUSINESS DAYS FOR PROCESSING

***TYPE OF REQUEST (CHECK ALL THAT APPLY AND SUBMIT APPROPRIATE FEE)
 ALL REQUESTS ARE SUBJECT TO STATUTORY REGULATIONS***

<u>REPORTS</u>	<u>PHOTOGRAPHS</u>	<u>AUDIO/VIDEO</u>	
<input type="checkbox"/> Report (non-certified) .50	<input type="checkbox"/> Proof Sheet \$10.00 per sheet	<input type="checkbox"/> 8x10 Photograph \$10.00 per sheet	<input type="checkbox"/> Audio \$15 per CD
<input type="checkbox"/> Report (certified) \$1.00	<input type="checkbox"/> 5x7 Photograph \$5.00 per sheet	<input type="checkbox"/> CD \$25.00	<input type="checkbox"/> Video \$30 per DVD
<u>RECORDS CHECK</u>		<u>PD USE ONLY</u>	
<input type="checkbox"/> Letter of Good Conduct \$10.00	<input type="checkbox"/> Bar Assn. Search \$25.00	Recd./Processed by: _____	
<input type="checkbox"/> Local Criminal Hisory \$15.00		Date: _____	Fee Paid: _____

ALL GOVERNMENTAL AGENCIES ARE EXEMPT FROM CHARGES