



HOLDEN POLICE DEPARTMENT
 1370 MAIN STREET HOLDEN, MA 01520

HPD Use Only	
Rec'd	
Deadline	
Call #	
Inc/Acc #	
Approved	
Delivered	
Fee Rec'd	

Request for Police Report

According to the policy of this Department, all report requests are subject to a review procedure before being released and may not be immediately available.

It is our goal to provide the public with access to information legally defined as public, while maintaining the confidentiality of information exempted by law. Therefore if approved, the report you receive may have some information redacted.

The cost of a typical report is \$5.00, payable at the time your request is turned in. Longer or archived reports may be subject to an additional reasonable fee. We will contact you if the amount is expected to exceed \$10.00. **Per the Massachusetts abuse prevention law (Chapter 209A), domestic disturbance reports are free of charge to the victim.**

Special note about motor vehicle accident reports: For insurance purposes, your insurance company should issue their own request to us and pay the appropriate fee on your behalf. You may request a copy of the police report about your accident for your own information, but you are not required to purchase a copy for your insurance company.

So that we may fill your request & contact you with any questions, please complete:

Today's Date: _____

Your Name: _____

Address: _____

Phone Number: _____

Fee Enclosed: Check Cash (\$5.00 per report unless otherwise stated)

To help us locate the information you are requesting, please complete:

Type of Incident: _____

Name of any involved party and/or location: _____

Date/Time occurred or reported: _____

PRIVACY STATEMENT

We will use the information you include on this form to comply with your request. Please note that your request itself is a public record and may be released under the provisions of the Massachusetts Public Records Act. We will not release this information for any other reason.