

# SANBORNTON POLICE DEPARTMENT

## PUBLIC RECORDS REQUEST

**IT IS THE GOAL OF THE RECORDS DIVISION OF THE SANBORNTON POLICE DEPARTMENT TO PROVIDE THE PUBLIC WITH ACCESS TO ALL INFORMATION DEFINED AS PUBLIC BY LAW OR REGULATIONS, WHILE MAINTAINING THE CONFIDENTIALITY OF INFORMATION EXEMPTED FROM RELEASE. SO THAT WE MAY FULLY COMPLY WITH ALL LAWS AND REGULATIONS RECORDS REQUESTED WILL BE MAILED WITHIN TEN DAYS OF YOUR REQUEUST.**

**PLEASE CHECK ONE:**

**MOTOR VEHICLE ACCIDENT REPORT**

**ALL OTHER REPORTS (INCIDENTS OR ARRESTS)**

**OTHER TYPES OF RECORD**

**REPORT FEES:** First page is \$2.50, each page there after is .50 each page. Total cost of report is not to exceed \$15.00 regardless of length of report.

NAME OF PRINCIPAL PARTY INVOLVED \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

DATE AND TIME OCCURRED OR REPORTED: \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING:

YOUR NAME: \_\_\_\_\_

CHECK ONE:  INVOLVED PARTY  ATTORNEY  OTHER

YOUR ADDRESS: \_\_\_\_\_

YOUR PHONE #: \_\_\_\_\_

### RECORDS DIVISION ONLY

INCIDENT # \_\_\_\_\_ ACCIDENT # \_\_\_\_\_ ARREST# \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_ CASH \_\_\_\_ CHECK \_\_\_\_