

CHELSEA POLICE DEPARTMENT

19 Park St. Chelsea, Mass. 02150
(617) 466-4802 or (617)466-4801 (FAX) (617) 466-4851

REQUEST FOR COPIES OF POLICE REPORTS

This form is to be filled out for all requests to receive copies of police reports from the Chelsea Police Department. No reports will be released until full payment in the form of either cash or money order has been made, and **“No copies of accident reports are to be released until all parties involved in the accident have filed their accident report with this department.”**

IF THE REPORT IS TO BE MAILED TO YOU:

Copies for Accident Reports are \$5.00 for the first six (6) pages. All other reports cost \$1.00 per page. Submit the completed form to the department with the appropriate fee and the copy will be prepared and mailed to you. This is usually done within five (5) days of the receipt of the form.

IF YOU PICK UP THE REPORT AT THE STATION:

Reports picked up at the station, including accident reports are \$.50 per one (1) sided page. Either mail or Submit the completed form in person to the Central Records Bureau during regular business hours (Mon, Wed, Thurs, 8:30 -4:00 Tues 8:30 – 7:00 Fri 8:30 – 12:00) with the appropriate fee and the copy can be picked up at the Central Records Bureau, ten (10) business days from receipt of the form.

1. WILL YOU PICK UP THE REPORT OR DO YOU WANT IT MAILED? _____
2. WHAT TYPE OF REPORT ARE YOU REQUESTING? _____
(Accident – Incident – Offense – Log Entry)
3. DATE INCIDENT OCCURRED: _____ LOCATION: _____
4. REQUESTERS INFORMATION:
LAST NAME: _____ FIRST: _____
ADDRESS: _____
CITY/TOWN: _____ STATE: _____ ZIP: _____
DATE OF BIRTH: _____
5. SUBJECT INVOLVED IN INCIDENT:
LAST NAME: _____ FIRST: _____
ADDRESS: _____
CITY/TOWN: _____ STATE: _____ ZIP: _____
DATE OF BIRTH: _____

CENTRAL RECORDS PERSONNEL USE ONLY

FEE PAID \$ _____ DATE: _____ RECEIVED BY: _____