



NORWOOD POLICE DEPARTMENT

Records Division

137 Nahatan Street

Norwood, Massachusetts 02062

Telephone: 781-440-5130

FAX: 781-440-5120

PUBLIC RECORDS REQUEST FORM

To request a police record, please complete this form and submit via one of the following:

E-mail: npdrecords@norwoodma.gov

FAX: 781-440-5120

Mail: Norwood Police Department
ATTN: Records Division
137 Nahatan Street
Norwood, MA 02062

Note: Some or all requested records may be withheld or redacted if an exemption applies. The Department will provide an explanation if any portion of a record cannot be released

Fee Schedule

The first two hours of employee time needed to respond to a request are provided at no cost. After that, the Department may charge the hourly rate permitted under the Public Records Law, along with actual reproduction costs. Body worn camera footage may require review and redaction to comply with applicable privacy protections, and statutory exemptions. If any fee applies, you will receive a written estimate before the Department proceeds.

Pursuant to Massachusetts Public Records Law, a records custodian has 10 business days to respond to requests for public records once received. Unless otherwise specified, your request will be responded to via e-mail. Note: if you do not receive a response within 3 business days, assume non-delivery and please call during business hours.

The following information must be provided:

Type of report or record requested, please be specific (ex. Assault report, vandalism, motor vehicle accident).

Information Requested:

Persons Involved:

Location of the Incident:

Date of Incident:

Date of Request:

Phone Number:

Email:

Official Use Only

Report/Record located by:

Date:

Paid:

Check/MO#