



Town of Kingston

POLICE DEPARTMENT

244 Main Street, Kingston, Massachusetts, 02364

Business: (781) 585-0523; Fax: (781) 585-7556

PUBLIC RECORDS REQUEST FORM

When requesting police records, the following specific information is needed to ensure that the correct report is retrieved for you from our records management system. Please direct any questions that you may have to the Police Department's Records Division at (781) 585-0523. The Department's Records Access Officer may also be reached via email at records@kpdmass.org

Crash Reports may be also obtained directly online at www.BuyCrash.com, it should be noted that there is a \$10.00 convenience fee for obtaining the crash report via this online option.

Please circle the type of record wanted.

Crash Report	Incident Report	Arrest Report	Photo/Video/Audio	Other: _____
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In order that we may find the information you seek, please fill out the following;

Name of any party involved: _____
 Date and time incident occurred or reported: _____
 Location of incident: _____
 Report number if known: _____

In order that we may get this information to you, please select one of the following delivery options:

Pick up at the police station	Email	United States Postal Service	Fax
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Your Name: _____			
Street: Apartment:	Town:	State:	Zip
Email address:	Cellphone:	Home phone: Fax number:	

Fees: Most routine documents will be priced at five cents (.05) per page. Photo/Audio/Video requests and any over email data limits, you will be charged the cost of the applicable media storage device. For all other labor intensive requests, an estimate will be given prior to the preparation of your public records request.

-----FOR RECORDS DIVISION USE ONLY-----

Date received: _____ Incident#: _____

Date delivered: _____ Search time: _____ Segregation time: _____

Reviewed by: _____ Total Costs: _____