

# NEWBURY POLICE DEPARTMENT

Bradley R. Wheeler - Chief of Police

## REQUEST FOR RECORDS / REPORTS

DATE: \_\_\_\_\_ REPORT # \_\_\_\_\_

REPORT TYPE / CLASSIFICATION: \_\_\_\_\_

PERSON REQUESTING: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST.: \_\_\_\_\_

PHONE: \_\_\_\_\_

### FEE SCHEDULE:

- Any public document disseminated to a principle listed in that document – **No Charge\***
- Any public document disseminated to a Newbury resident – **1 time, No Charge\***
- Any document not described above – **\$10.00** per report up to 10 pages and **\$1.00 each additional page after 10 pages.\***
- \*Any document requiring specialized equipment, archive or extended research, or other means beyond readily available business tools – **(The cost will vary and calling ahead to determine the cost is recommended.)**

NUMBER OF PAGES RECEIVED: \_\_\_\_\_ AMOUNT TENDERED: \$ \_\_\_\_\_

METHOD OF PAYMENT: (cash) (check # \_\_\_\_\_)  
--circle one--

SIGNATURE OF REQUESTING PARTY: \_\_\_\_\_

SIGNATURE OF RECORDS CLERK: \_\_\_\_\_ ID# \_\_\_\_\_

(Updated 9/30/2022)

P.O. Box 168, 952 Rte 103, Newbury, NH 03255  
Main: 603.763.4104, Fax 603.763.3384 24 Hour Dispatch: 603.763.2221

Email completed form to [newburypd@newburypd.org](mailto:newburypd@newburypd.org), or deliver to the Newbury Police  
Department. Business hours are M–F 7:00am – 1:00pm.

**How are police reports obtained and how much do they cost?** Accident Reports, Call for Service Reports and Incident Reports can be obtained from the police department as soon as they become available. Reports take time to prepare, and we strongly recommend that you call ahead to request a copy of a report so that we can have it available to you when you come in. Copies should be requested in person at the police department and a **Request for Records / Reports form** completed (obtained at the police department or from our website), completed and brought to the police department. You are advised to call first to verify the cost of the report. If the report you are interested in obtaining is for insurance purposes or for an attorney, you may prefer to have them request the report for you. We will not fax or e-mail copies of reports except under unique circumstances.

**Accident Reports:** An accident report typically takes 5-7 business days from the date of the accident before it is available for release. Once an accident report is available for release, the requesting party will receive a copy of the State form filled out by the Officer. (If the report that you are looking for is a Hit & Run/Conduct After an Accident report, see Incident Reports below.)

**Call for Service Report:** A Call for Service report is a very brief description of a call that an officer responds to. It is typically one page of information that includes the date and time of the call, the location, the name of the reporting party, and the name of the Officer who responded to the scene. Also included is a very brief description of the nature of the call. There is no charge for a copy of this report.

**Incident Report:** An Incident report is the Police Department's more thorough investigation of an incident that has been reported. If you are the victim of a crime, you may call the police department at any time to check on the status of your case. Whether or not a report can be released depends mostly on its status. For example, if a case is under active investigation, details will not be made available to the public.

**Report Fees:** There is no charge to persons requesting a copy of an Accident Report, Call for Service Report or an Incident Report if the person requesting the copy is a person who was directly involved in the accident or incident. The cost for each Accident Report, or Incident Report to a third party is \$10.00 per copy up to ten pages and \$1 each additional page after ten pages. Photos are not included in the cost of each report and must be requested separately. If photos are requested they will be downloaded on to a compact disc for a fee of \$10.00. The cost for replicating an audio or video tape will vary and calling ahead to determine the cost is recommended.

**Arrest Files/Discovery:** If you are an arrestee with a court date, you can request a copy of your arrest file, including exculpatory information /evidence obtained by the police department. This information is called "Discovery". If you contact the police department to obtain discovery for a court date, there are two ways of obtaining a copy. You may either have your attorney request the report or you may contact the Chief's office at the police department. If you are requesting a copy of your arrest file for yourself, you must do it in writing or by coming to the police department in person. If by letter, it must be addressed to the Chief of Police. In the letter, you need to provide the following information: your name, date of birth, date of your arrest, reason for your arrest, court date that has been issued to you, and an address where you want the report mailed. Copies requested by attorneys are made in writing to the Merrimack County Attorney's Office Four Court St. Concord, NH 03301-4336.