



# WESTERLY POLICE

## PUBLIC RECORDS REQUEST FORM



DATE: \_\_\_\_\_ REQUEST # \_\_\_\_\_

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

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

City/Town, State, Zip: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Telephone (work): \_\_\_\_\_

Records Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If these records are not readily available at the time of your request, please advise whether you desire to:

Pick up records       Records to be sent regular mail

**\*\*\*Note: Records Requested by Regular Mail require a self- addressed, stamped envelope for return service**

### For Official Use Only

Request Taken By: \_\_\_\_\_ Request # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Records Available on: \_\_\_\_\_

Records Provided: \_\_\_\_\_

Date response provided if any exemptions are claimed: \_\_\_\_\_

Cost of Records:      Copies = \$ \_\_\_\_\_      Search & Retrieval = \$ \_\_\_\_\_

#### Westerly Police – Access to Public Records Request Receipt

If you desire to pick up the records, they are expected to be available on \_\_\_\_\_ at the Records Department. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. § 38-2-2 (4)(i)(A) thru (W), the Department reserves its right to claim such exemptions.

Note: If you choose to pick up the records but did not include identifying information on this form (name,etc.), please inform the Records Clerk of the date you made the request, records requested and request number \_\_\_\_\_.