



**TOWN OF OLD SAYBROOK  
DEPARTMENT OF POLICE SERVICES**

36 Lynde Street, Old Saybrook, CT 06475

Michael A. Spera  
Chief of Police

<b>OSPD USE ONLY</b>	
<input type="checkbox"/>	<b>Paid</b> Pickup date _____
<input type="checkbox"/>	<b>Not releasable</b> _____

# RECORD REQUEST FORM

Please complete this form to request an official copy of an Old Saybrook Department of Police Services incident report. **Not all reports are releasable.** The ability to release a report will be determined by Department Personnel based on Statuses, Regulations, Policies and Procedures of the State of Connecticut, the Town of Old Saybrook and the Department of Police Services.

**EFFECTIVE JANUARY 1, 2011, A RECORDS SEARCH FEE OF EIGHT DOLLARS (\$8.00) PER RECORD SHALL APPLY WHETHER THE SEARCH RESULTS IN THE RELEASE OF RECORDS OR NOT.**  
**\$8.00 FEE PAYABLE BY CHECK OR MONEY ORDER ONLY [MADE OUT TO 'OSPD – RECORDS SEARCH']**  
**MUST ACCOMPANY THIS REQUEST.**

Please allow up to five (5) business days for the processing of your request.

<b><u>PERSON REQUESTING REPORT</u></b>	<b>Date</b> _____
Name _____	
Mailing Address _____ _____	
Telephone Number _____	(Best)
	(Alternate)
Email Address _____	

<b><u>INFORMATION PERTAINING TO THE REQUESTED RECORD</u></b>	
Old Saybrook Police Case Number _____	
Type of Incident _____	