

CITY OF BERLIN, NH
POLICE DEPARTMENT

REQUEST FOR RECORDS

In accordance with the provision of New Hampshire Revised Statutes Annotated, Chapter 91 A:4, I hereby submit my request to inspect the record of:

Name(s) of Involved: _____

Incident Type: _____

Date of Incident(s): _____

Briefly explain reason for request of these records: _____

By signing this form, I agree to the following:

I am fully aware that prior to my being allowed inspection of these records, they must first be viewed by the Chief of Police, or his authorized representative, to make certain that any disclosure is in accordance with guidelines set forth in the case of Lodge v. Knowlton, 11 B NH 574 (1978).

I am also aware that these records may not be supplied immediately, but as soon as time and personnel allow. Further, I understand there will be a charge for any records released for my benefit.

Lastly, if the release of these records is for the purpose of civil litigation which may require testimony from a Berlin Police Department employee in Court, I understand that I shall be responsible for the cost reimbursement of that employee at his/her current rate of pay, for that day and any other day that requires said employee to appear in Court. This does not apply to criminal cases.

Signature

Date

Print Full Name, Address, and Phone Number

For office use only:

Requested Date: _____

Time: _____

Released Date: _____

Time: _____

Released By: _____

Approved By: _____