



LANCASTER POLICE DEPARTMENT
25 MAIN STREET
LANCASTER, NH 03584

WILLIAM H. COLBORN
Chief of Police

Phone (603)788-4402
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Request for Copy of Incident or Accident Report

It is the policy of the Lancaster Police Department that any requests for copies of reports be completed in writing. Once the request is received, the report will be forwarded to you within five (5) to seven (7) business days. If an individual is requesting a copy of an arrest report, the following procedures must be completed: a written request to the prosecutor of the Lancaster Police Department outlining the information you would like to receive. Under no circumstances will reports be released without a written request or supervisor approval. Please fill out the following information:

Name: _____ Date: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Type of Incident (accident, theft, etc.): _____ Time of Incident: _____

Officer at Scene: _____ Case #: _____

Please indicate how you would like to receive this information:

Mail Fax – Fax Number: _____ In Person

E-Mail: _____

The above named individual requests a copy of the report involving him/her at the above stated date and time. This information will be forwarded to the individual, in the manner indicated within five (5) to seven (7) business days.

Signature: _____ Date: _____

A fee of \$15.00 will be charged for copies of incident or accident reports. There is no charge for arrest records if the request is part of discovery. If the report is multiple pages, an additional charge may be applied.