

WATERVILLE VALLEY DEPARTMENT OF PUBLIC SAFETY

REPORT REQUEST FORM INSTRUCTIONS



The "Request for Waterville Valley Public Safety Report" form is provided to make requests for criminal complaints, incidents, reports, and supplemental information easier for the general public. Please provide as much information as possible so your request may be processed correctly. Illegible or missing information may result in an incorrect or incomplete response. Please TYPE or PRINT CLEARLY in blue or black ink.

You may now download this form online; however, it must still be PRINTED, SIGNED and MAILED in with the appropriate fee. This form cannot be submitted electronically.

The fee that must accompany this request is a flat rate of \$30.00 for each case file. This covers staff time to find and process the record requested if that time does not exceed 20 minutes and includes up to 12 pages. If staff time exceeds 20 minutes or the responsive record(s) exceed 12 pages, additional per page charges and staff fees of \$30.00/hour will apply. If this is necessary, a written estimate of time and cost will be provided before further processing of the record request is done. Portions of hours will be pro-rated.

Please allow up to 30 days for your request to be processed. If you have a deadline to meet make that clear in your request. Be sure to include your reason for requesting the report(s) and sign and date your request.

If you are requesting a report for insurance purposes, we suggest that the insurance company submit their written request for all reports. You may then request a copy directly from the insurance company.

ATTENTION: This form is not intended for use by government agencies and/or their agents. Government agency requests are to be submitted on letterhead and need to include all information requested on the form. Government agencies may fax their requests to **(603) 236-2056** or mail them to the address listed on the form.

Insurance Companies, Attorney's, Investigators, etc. may submit their written request on letterhead. Please provide as much information as possible about the incident you are requesting. Mail your request to the address on the form with the appropriate processing fee.

Questions? Call (603) 236-8809 for the DPS Administrative Assistant or e-mail admin@wvpublicsafety.com

REQUEST FOR WATERVILLE VALLEY PUBLIC SAFETY REPORT

There is a processing fee for each incident record requested.

This form may be printed and filled in by hand, signed and submitted with the appropriate processing fee per incident requested. Provide all information available. Fees are to be submitted by check or money order made payable to the Town of Waterville Valley.

Mail to: **Waterville Valley Department of Public Safety
Attn: Public Safety Reports
14 TAC Lane / P.O. Box 500
Waterville Valley, NH 03215**

Questions? Call (603) 236-8809 or email admin@wvpublicsafety.com

WVDPS will return a copy of this request with their response as your receipt.

Requestor Information (must be included to process the request)

Name of Requestor/Firm/Company	Telephone Number
Mailing Address	Contact Person
City	State/Zip
Reason for Request <i>(required)</i>	Deadline

Incident Information (provide as complete and accurate information as known)

Case # (if known)	Officer (if known)
Date of Incident	Time <input type="text"/> AM <input type="text"/> PM
Location of Incident/Street Address	City

Type of Incident/Crime/Description of events

Persons Involved (full and complete name known) – list additional known persons in comments section

_____ DOB _____
 _____ DOB _____

Vehicle Information
(if appropriate, if known)

Make/Model/Year/Color/Style/etc.	License #	State
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Additional Comments (use back of form if necessary)

Signature *(required)*

Date

Please allow up to 30 days for your request to be processed. All reports requested are subject to release per state and federal public record statutes. Reports may contain exempt and non-exempt materials and are subject to redaction.