



WILLIAMSTOWN POLICE DEPARTMENT

KYLE J. JOHNSON
CHIEF

31 North Street
Williamstown, MA 01267

Telephone: (413) 458-5733 / Fax: (413) 458-4100

PUBLIC RECORDS REQUEST*

In accordance with Massachusetts General Law Title X ("Public Records"), Chapter 66, Sections 1-18, the Williamstown Police Department provides copies of official records to the public, and such requests need to be in writing during normal business hours. Your request will be completed in a timely manner. We will need the following information to comply with your public records request. Your request itself is a public record and may be released under provisions of the Massachusetts Public Records Act. This request will not be released any other way.

Date of request _____

Name: _____ **Maiden:** _____

Address: _____

Telephone Number(s): _____

Social Security No.: _____ **Date of Birth:** _____

TYPE OF REQUEST AND FEES:

- Motor Vehicle Accident** *\$5.00 + an additional .50 per page after 6 pages*
Name of Involved parties: _____
Date of Accident: _____
- In House Records Check** \$5.00
- Log Entries Date/Time** *Free of Charge*
- Pictures** *\$2.00 per picture*
- Incident Reports** *\$1.00 per page*

Date/Time of the request looking for: Date: _____ Time: _____

Complex requests will be charged for time spent searching and segregating non-public material.

- Copy of Issued Citation** \$1.00 page

Signature of Requesting Party: _____

OFFICIAL USE BELOW

Records Search Completed by: _____ Date: _____

Check/Receipt # _____ Log Entry # _____

***Please make checks payable to: "Williamstown Police Department"**