

# BREWSTER POLICE DEPARTMENT

Chief Richard J. Koch, Jr.

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Brewster, Massachusetts 02631

Phone 508-896-7011 www.brewsterpolice.org Fax 508-896-4513

## REQUEST FOR REPORTS FORM

<b>Requestor Information</b> <i>(must be included to process request)</i>	
<i>Name of Requestor/Firm/Agency</i>	<i>Telephone #</i> (      )
<i>Mailing Address</i>	<i>Contact Person</i>
<i>City</i>	<i>State / Zip Code</i>
<i>Reason for Request</i>	
<b>Incident Information</b> <i>(Please provide as complete and as accurate information as known)</i>	
<i>Case #</i>	<i>Officer (if Known)</i>
<i>Date of Incident</i>	<i>Time of Incident</i>
<i>Location of Incident (address if known)</i>	
<i>Person(s) Involved:</i>	
Name: _____ DOB: _____	
Name: _____ DOB: _____	
<i>Additional Information and Comments (if applicable):</i>	
Signature of requestor: _____ Date of Request: _____	
<b>If request taken over phone by dispatch:</b> Date: _____ Time: _____ Badge #: _____ <b>NOTES:</b>	<b>Administrative Use Only:</b> Date Rec'd: _____ Date Processed: _____ Fee Paid: _____ Notes (if request not granted):

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