



Watertown Police Department
 552 MAIN ST
 WATERTOWN, MASSACHUSETTS 02472-2358



EDWARD P. DEVEAU
 Chief of Police

Telephone: (617) 972-6527
 FAX: (617) 600-1381

REQUEST FOR INCIDENT REPORT

Please print neatly

Today's Date: _____

Name of person requesting the report : _____

Address of person requesting the report : _____

Telephone number where you can be reached : _____

Your involvement in the incident (victim, suspect, reporting person): _____

How would you like the results? (see notes below) _____ mailed _____ will pick them up when ready

Name of individual involved in the incident : _____

Date of Birth of individual involved in the incident : _____

Incident report Number (if known) : _____

Date of the incident : _____ Time of the incident : _____

Type of incident : _____

Address of the incident : _____

NOTE : Release of any record is subject to the provisions of the Public Records Laws.

TIME requirements : Generally reports are available within 10 business days of the date of request.
 Copies will be held at the front desk for **only** one week after the request date.

There may be a fee for processing your request.

You will be CALLED when the report is ready to be picked up.
 For your convenience, please do not come to the station for the report until you have been called.