

**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 a WATERTOWN background check**

**Please print neatly**

Today's Date: \_\_\_\_\_

**Note : you may keep the 2<sup>nd</sup> page.**

Individual who is requesting the background check : \_\_\_\_\_

Telephone number where you can be reached : \_\_\_\_\_

Your current address : \_\_\_\_\_

Agency requesting or Relationship to individual being checked : \_\_\_\_\_

Name of individual being checked : \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number of the individual : \_\_\_\_\_

Sex : Female / Male (circle one)

Did the individual ever work and/or live in Watertown? : live \_\_\_ work \_\_\_ Time frame \_\_\_\_\_ to \_\_\_\_\_  
month year month year

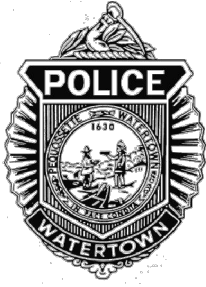
**Watertown** Address of the individual's residence and/or employer : \_\_\_\_\_

For what purpose is the request made? (for ex : employment, immigration, adoption, visa, etc) : \_\_\_\_\_

Notarized (yes/no) : \_\_\_\_\_ # of copies : \_\_\_\_\_ ( \$5.00 Cash each copy )

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Internal Use only	
_____ copy of license or id	_____ notarization fee collected (if applicable)
_____ signed waiver authorizing the background check	
results : _____ phoned _____ faxed _____ mailed _____ in person	



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**Watertown Police Department Background Check :**

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

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

**You will be CALLED when the results are ready to be picked up.**

For your convenience, please do not come to the station for the results until you have been called.

If your results need to be notarized, there is a \$5.00 (cash) notarization fee per copy.  
If you would like the results mailed to you, you must pay the notarization fee up front.

**This search covers the Town of Watertown ONLY.**

If you need a **statewide check** : this is done through the Criminal History Systems Board  
200 Arlington Street, Suite 2200  
Chelsea, MA 02150  
(617) 660-4600

The Criminal History Systems Board does NOT have walk-in service.