

FLORENCE TWP. POLICE DEPARTMENT
711 BROAD ST.
FLORENCE, NJ 08518
Tel. (609) 499-3131
Fax (609) 499-8181

REQUEST FOR POLICE REPORTS

Police reports are reviewed and prepared on a criminal court priority basis (those needed for court first are typed first and so on). Because these prosecution needs many times differ with the order in which events have occurred, even though the report you are seeking covers an incident that may have taken place several days or weeks ago or is very short, it may not be entered into our system yet.

Be advised that many police records are restricted from public access or examination. If you are a victim of an incident, the police department will make every effort to assure that you receive the information you need, but even so, some materials may not be available to you. If you are a defendant and have been arrested for an indictable offense, you or your attorney must request discovery through the prosecutor's office.

Please fill out the request below and records personnel will contact you when the material is ready. Because of security concerns, records bureau personnel **will not** fax or E-mail reports.

An administrative fee will be applied to all copied materials. **Bring exact change** if you are intending to pick the material up. **Cashier services are not available.**

Fees:

- \$.75 per page for each of the first 10 pages
- \$.50 per page for the eleventh to twentieth page.
- \$.25 per page for all pages over 20.
- \$5.00 for mailed accident reports.
- \$5.00 additional will be added to cover postage and handling for investigative reports.
- \$20.00 for each video or audio tape reproduction.
- \$20.00 for attorneys requesting discovery.
- All photographs will be photocopied. Actual photo reproductions will be prepared only upon separate request and advanced payment.

Name: _____

Address: _____

Telephone #: _____ / _____
(day) (night)

Preferred Delivery: Pick Up _____ Mail _____

Reason for your request: _____

Under Penalty of N.J.S.A. 2C:28-3, I certify that **I HAVE / HAVE NOT (circle one)** been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States.

Signature _____ Date _____

POLICE USE ONLY

Dispatcher: _____ Date Received: _____ O.R.#: _____