

**Brunswick Police Department
85 Pleasant Street
Brunswick, ME 04011
(207) 721-4315**

Request for Public Records

It is the policy of the Brunswick Police Department to make available all records which are defined as public records under applicable law. The Brunswick Police Department shall acknowledge the receipt of any request for public records within 5 business days of receiving the request. The Brunswick Police Department also reserves the right to request clarification concerning the public record(s) being requested.

There are charges associated with the request for public records; the intent of these charges is to reimburse the reasonable cost of providing the record(s). Requests involving charges that are expected to total \$100.00 or more must be prepaid, otherwise all charges are due at the time the report is received. Our charges are as follows:

- a. Report Request: \$00.10 per page
- b. Accident Report: \$12.00
- c. Color photos on printed paper: \$2.00 each
- d. Non-paper Requests (Data Storage Device): \$25.00 for each request
- e. Research Fee (for searching, compiling and reviewing records): \$25/hour
*No charge for the first 2 hours of staff time research
- f. Postage Fee

Please note that all of the above charges assume that the requested document exists. According to Maine Law, an agency or official is not required to create a record that does not exist. However, requests for documents which don't exist (and therefore would have to be created – for example, crime statistics for a particular neighborhood) may be refused (due to unavailability of staff time) or require additional charges for preparation of the records.

If you prefer to obtain your **accident report** online, you can go to www.CrashDocs.org or www.buycrash.lexisnexisrisk.com with a credit card and purchase it for \$10.00.
This may take up to 5 days to be available.

Request

In order to assist us in finding your record(s), please provide as much information below as possible.

Requestor:

Date of Request: _____ Name: _____ Phone: _____

Email: _____ Address: _____

Record(s) Requested:

Date(s) of Incident: _____ Time(s): _____

Parties Involved: _____

Description of Records Requested (dispatch log, accident report, arrest report, incident report, etc.):

