



New Ipswich Police Department

670 Turnpike Road
New Ipswich, NH 03071



Michael J. Abel
Chief of Police

Tel: (603) 878-2771
Fax: (603) 878-4675

REQUEST FOR COPY OF A POLICE REPORT

To: Chief of Police

Name: _____ Telephone #: _____

Mailing Address: _____

E-Mail Address: _____

I hereby request a copy of the following police report(s):

Accident Arrest Incident Domestic Violence Incident/Arrest (if you are the victim)
 Other (explain) _____

Date of Incident: _____ Report Number (if known): _____

Location: _____ Reporting Officer: _____

I understand that the established fee(s) for providing reports is as follows:

First ten pages.....	\$15.00 minimum
Each additional page	\$ 1.00 per page
Photographs	\$ 1.00 per photograph
Audio tapes	\$15.00 each
DVDs or USB Flash Drive.....	\$10.00 each
Domestic Violence Victims	No charge
PDF File (at discretion of the agency)	
Any reports sent US Mail	\$5.00 Fee

We do not accept cash. Please make your check or money order payable to "Town of New Ipswich". Please note that in some cases we may require payment in advance.

Date of request: _____ Signature: _____

Please note that the report must be complete and approved before it is released. The report will be released within five business days, after it has been completed and approved. If there is a delay in releasing the report, you will be notified for the reason it is delayed. In certain instances, if the matter is still under investigation, or pending legal process, the report may not be available until a later date.

For accident reports please consult with your insurance company as to whether or not they have already requested a copy of the report. We will be happy to provide a copy of any report to you, but you will be billed for this report even if your insurance company has requested and paid for their own copy.