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| DOUGLAS POLICE DEPARTMENT |
| Public Records Request Form |



It is the goal of the Douglas Police Department to provide the public with access to all public records that are not exempt by law. This Request Form has been created to assist you in receiving the specific records you are seeking. Please be advised that your records request can be made in person, by phone, by mail, or by email. All requests must be submitted to the Departments Record Access Officer listed below. Upon receipt your request will be reviewed and you will receive a response within 10 business days.

Records Access Officer:

Chief Nick L. Miglionico
 Douglas Police Department
 PO Box 244, 29 Depot Street
 Douglas, Mass. 01516
 508-476-2709 ext. 15
 Email: nmigs@douglasma.org

Date Requested: _____

Requesters Information:

Name: _____ Phone: (_____) – (_____) – (_____) _____

Address: _____ Email: _____

Town / State / Zip: _____

Records Requested:

Date of Incident: _____ Name of Involved: _____

Nature of Incident: _____

Type of Record requested: Accident Report Arrest Report Incident Report

Method of Delivery: Email (no charge) U.S. Mail Pick up when ready

Requesters will be charged postage plus 5 cents per page for U.S. Mail delivery.

Requesters will be charged 5 cents per page for pick up when ready.

Please be advised that additional fees may apply depending on the request. If this is the case you will be supplied with a good faith estimate prior to processing.

