



Candia Police Department

74 High Street
Candia, New Hampshire 03034
Telephone (603) 483-2317 emergency
(603) 483-2318 business
Fax (603) 483-0253

Michael D. McGillen
Chief of Police

REPORT REQUEST

INSTRUCTIONS/RECORD REQUEST SUBMISSION GUIDELINES:

Please Print clearly. Forms not legible and/or not completed in its entirety will be returned.

Any records requiring color photos and/or longer than fifteen (15) pages may be subject to a fee.

Please be sure to indicate how you would like to receive your records, records will only be released **AFTER a photo ID has been verified.**

Requestor will be notified as to the status of a request within five (5) business days of a completed request.

REQUESTING PERSON (PLEASE PRINT NAME): _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

REASON FOR MAKING THE REQUEST: _____

DATE, LOCATION AND DETAILS OF RECORD REQUESTED (I.E. arrest, incident): _____

HOW WOULD YOU LIKE TO RECEIVE YOUR RECORDS (circle one): EMAIL MAIL FAX PICK UP AT OFFICE

SIGNATURE OF REQUESTOR: _____ DATE: _____

FOR OFFICE USE ONLY BELOW THIS LINE

A request has been made for a release of records. The request and the applicable record are attached. Please review and approve or disapprove.

CASE #: _____ NAME OF REVIEWER: _____ PHOTO ID VERIFIED: YES _____

SUPERVISOR REVIEW FOR RELEASE

CIRCLE ONE: APPROVED DISAPPROVED SUPERVISOR SIGNATURE: _____

Notes/Instructions: _____
