



GROTON LONG POINT POLICE DEPARTMENT

3 ATLANTIC AVE. P.O. Box 3738

GROTON, CONNECTICUT 06340

Office 860-536-4921

Fax 860-536-1411

REQUEST FOR INFORMATION

The Groton Long point Police Department complies with the Connecticut General Statutes pertaining to "Freedom of Information" Act. In order to efficiently process your request for information, please provide as completely and accurately as possible, the information requested below.

DATE OF REQUEST: _____ CASE # _____

DATE OF INCIDENT: _____ TIME (Aprx.) _____ AM/ PM

LOCATION: _____

NAME OF INVOLVED PARTY(IES): _____

TOWN/ CITY: _____ STATE: _____

TYPE OF INCIDENT: _____

TYPE OF INFORMATION REQUESTED: _____

REQUESTED BY (Printed name): _____

REQUESTOR'S MAILING ADDRESS: _____

REQUESTOR'S TELEPHONE: () _____ () _____

Signature & Date _____

GENERAL INFORMATION

Charge per page .50/ page, Certified copies \$1.50/ first page & .75 each additional page;

Photographs \$5.00/ print, \$10.00/ thumbnail page;

Video/ DVD/ media device transfer \$25.00/ CD, DVD or other applicable media device.

Fees are due in full at the time information is obtained/ received. Checks payable to "Groton Long Point Police Department"

Documents must be paid for in full and picked up, within 7 working days of being notified they are prepared and ready.

If requesting documents/ materials be mailed; requestor is responsible for all mailing materials and fees required (pre-paid).