



# TOWNSHIP OF HOPEWELL

## Police Department

MERCER COUNTY

201 Washington Crossing Pennington Road  
Titusville, New Jersey 08560-1410

Chief George C. Meyer

### REQUEST FOR POLICE REPORTS

Police reports are reviewed and prepared on a criminal court priority basis (those needed for court first are typed first and so on). Because these prosecution needs many times differ with the order in which events have occurred, even though the report you are seeking covers an incident that may have taken place several days or weeks ago or is very short, it may not be entered into our system yet.

Be advised that many police records are restricted from public access or examination. If you are a victim of an incident, the police department will make every effort to assure that you receive the information you need, but even so, some materials may not be available to you. If you are a defendant and have been arrested for an indictable offense, you or your attorney must request discovery through the prosecutor's office.

Please fill out the request below and records personnel will contact you when the material is ready. Because of security concerns, records bureau personnel **will not** fax or E-mail reports.

**Bring exact change** if you are intending to pick the material up. **Cashier services are not available.**

Fees (other than Municipal Court Discovery):

- \$ .75 per page for each of the first 10 pages
- \$ .50 per page for the eleventh to twentieth page
- \$ .25 per page for all pages over 20.
- \$5.00 for mailed accident reports. (NJSA 39:4-131)
- \$5.00 for each video or audio tape reproduction.

Municipal Court Discovery Requests:

- \$ .75 per page for each of the first 10 pages
- \$ .50 per page for the eleventh to twentieth page
- \$ .25 per page for all pages over 20.
- Actual postage for any report mailed.
- \$ .25 for stationary expenses
- \$5.00 for each video or audio tape reproduction.

All photographs will be photocopied. Actual photo reproductions will be prepared only upon separate request and advanced payment for the actual cost of reproductions.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ / \_\_\_\_\_  
(day) (evenings)

Preferred Delivery: Pick Up \_\_\_\_\_ Mail \_\_\_\_\_

Reason for your request: \_\_\_\_\_

Under Penalty of N.J.S.A.2C:28-3, I certify that **I HAVE / HAVE NOT (circle one)** been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_