REQUEST FOR POLICE REPORTS

Police reports are prepared on a priority basis. Although an incident may have occurred several days ago the report may not be entered into our system or available.

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 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 Mercer County 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.

When picking up reports **please bring exact change**. **Cashier services are not available.**

Fees Reports and Municipal Court Discovery:

$ .05 per page for letter size
$ .07 per page for legal size
$5.00 for mailed accident reports. (NJSA 39:4-131)
$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 _____