

**Lincoln Police Department
PO Box 488
Lincoln, NH 03251
(603) 745-2238**

Request for Copy of Incident or Accident Report

It is the policy of the Lincoln Police Department that any request for copies of reports be completed in writing. Once the request is received, the report will be forwarded to you within five(5) to seven(7) business days. If an individual is requesting a copy of an arrest report, the following procedure must be completed: a written request to the prosecutor of the Lincoln Police Department outlining the information you would like to receive. Under no circumstances will reports be released without a written request or supervisor approval. Please fill out the following information:

NAME: _____ TODAY'S DATE: _____

MAILING ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

TYPE OF INCIDENT (i.e. accident, theft, etc.): _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

OFFICER AT SCENE: _____ CASE #: _____

PLEASE INDICATE HOW YOU WOULD LIKE TO RECEIVE THIS INFORMATION:

MAIL _____ FAX _____ IN PERSON _____

FAX # _____

The above named individual requests a copy of the report involving him/her at the above stated date and time. This information will be forwarded to the individual, in the manner indicated, within five(5) to seven(7) business days.

SIGNATURE: _____ DATE: _____

A fee of \$15.00 will be charged for copies of incident or accident reports. If the report is multiple pages, an additional charge may be applied. Please mail check or money order and request form to the address above.