

SOUTH BERWICK POLICE DEPARTMENT

RECORDS REQUEST FORM

Date of Incident/Accident: _____

Time of Incident/Accident: _____

Location of Incident/Accident: _____

Description of the Incident: _____

Requester Name: _____

Requester's Address: _____

Requester's Phone Number: _____

Requests will be processed as quickly as possible; however, please allow 8-10 business days. If you have any questions, please contact the Records Department at 207-328-2254, ext. 124. The Records Department is normally available Monday-Thursday 8:30am until 4:30pm.