

**BRISTOL POLICE DEPARTMENT**  
FREEDOM OF INFORMATION ACT REPORT REQUEST

*Please Print*

Request Date: \_\_\_\_\_

Under the Freedom of Information Act, I hereby request the report for the following incident:

Case #: \_\_\_\_\_ Incident Occurrence Date: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Requestor's Name (Optional): \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Requestor's Phone #: \_\_\_\_\_ Requestor's E-mail: \_\_\_\_\_

Reports can only be released in accordance with State of Connecticut Freedom of Information Statutes (FOIA). The Bristol Police Department has four (4) business days to confirm receipt of FOIA request, in compliance with FOIA laws. Records will compile all report(s) and other material(s) that have been requested. Reports may be released as redacted reports or as complete reports. The requester will be contacted at the listed phone number. The requester will be required to pay for the report(s) and material(s) at the time of pick up. Fees associated with video records requests are governed by CGS 1-2 (b)(1). Prepayment may be required for any fee that will exceed \$50.

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*Office Use Only*

Received by Employee #: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

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Authorization Signature: \_\_\_\_\_