



Nicholas Monaco  
Chief of Police

P.O. BOX 242  
Rutland, MA 01543

**Town of Rutland  
Department of Police  
RECORDS REQUEST FORM**

Date of Request: \_\_\_\_\_ Telephone Request: \_\_\_\_\_

Requester's Name: \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Requestor's Phone No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date & Time of Incident/Accident/Call: \_\_\_\_\_

Type of Record Being Requested: \_\_\_\_\_

Additional Information/Comments: \_\_\_\_\_

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**Reports will not be released until the investigation has been completed and reviewed by the Police Chief**

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**All requests will receive a response within 10 Business days per MGL Ch.66§10 (a-b)**

Fees: MGL Ch. 66 §10 (a). (All fees must be paid in advance)

Fee Schedule: (Check, Money Order or Cash) Exact Amt. (No Credit Cards) (Rev. 2017)

1. Preparing a Motor Vehicle Accident Report: **\$5.00** for not more than 6 pgs, \$.50 each additional page.
2. Preparing and mailing crime, incident, or miscellaneous reports, \$.05 per page.
3. For furnishing any report or public record, in hand, \$.05 per page.

\_\_\_\_\_  
*Chief's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Person Releasing Information*

\_\_\_\_\_  
*Date*

How was record released: { } Mailed { } In Person { } E-Mail

Fee Amount: \_\_\_\_\_ Case # \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_