



**BERKLEY POLICE DEPARTMENT**

**3 North Main St, Berkley, MA 02779**  
Bus.: 508-822-7040 Fax: 508-822-3304

Records requested will be responded to within ten (10) days of your request. Records will be made available at the police station or mailed depending on the requestor's preference.

**In order that we may provide you with the information you request, please complete the following:**

Name(s) of persons involved:

Type of incident:

Date and time of incident or date and time reported:

**So that we may provide this information to you, please fill out the following:**

Your name (the "Requestor"):	Relationship to involved
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Your address:

Your telephone number:

**Fees Established Pursuant to M.G.L. c. 66, § 10**

Single & Double-Sided Black & White Paper Copy	\$0.05 per page. G.L. c.66 §10(d)(i); 950 CMR 32.07(2)(e)
Records Not Susceptible to Reproduction by Ordinary Means	Actual Cost of Reproduction 950 CMR 32.07(2)(h)
Search, Segregation & Redaction Time of 2 or more Hours	Not To Exceed \$25.00 /hr. G.L. c.66 §10(d); 950 CMR 32.07(2)(d),(i) & (m)
Cost of Reproducing the Record or Any Storage Device	Actual Cost G.L. c.66 §10(d)(i); 950 CMR 32.07(2)(c) & (g)
Postage	Actual Cost G.L. c.66 §10(d)(i); 950 CMR 32.07(2)(c) & (g)

**Department Use Only**

Date Rec'd: \_\_\_\_\_ Incident # \_\_\_\_\_  
Date Mailed: \_\_\_\_\_ Search Time: \_\_\_\_\_  
Segregation Time: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
Total Costs: \_\_\_\_\_