

# West Greenwich Police Department



## Request Form for ALL Reports

Please print!

Richard N. Ramsay  
Chief of Police

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (optional) \_\_\_\_\_ Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_

Address (optional) \_\_\_\_\_

.....

### Type of Report?

### Information

Check one

\_\_\_\_ Copy of Accident Report

Date of Accident \_\_\_\_\_

Location \_\_\_\_\_

\_\_\_\_ Copy of Police Report

Date of Incident \_\_\_\_\_

Location \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you like to be contacted regarding your records request?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for your cooperation, it will help us serve you better!**

**In general, copies of accident reports will be made available within 5 days. All other reports will generally be available within 10 days, adult arrest logs with 48 hours of request. However, if the request is made on a weekend or holiday it will be within 72 hours.**