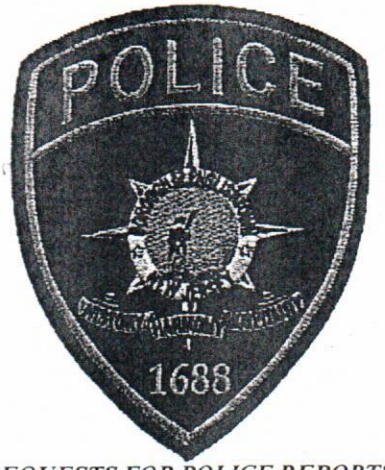
POLICE DEPARTMENT

Settled 1688 **Borough of Englishtown** Established 1888

Commanding Officer
Lt. Peter S. Cooke, Jr.
(732) 446-7001 ext. 230
pcooke@englishtownpolice.org



15 Main Street
Englishtown, NJ 07726-1544
Dispatch: (732) 446-7000
Fax: (732) 786-0212

REQUESTS FOR POLICE REPORTS

Police reports are reviewed and prepared on a criminal court priority basis (those needed for court first are typed first and so on). Because these prosecution needs many times differ with the order in which events have occurred, even though the report you are seeking covers an incident that may have taken place several days or weeks ago or its very short, it may not be entered into our systems yet.

Be advised that many police records are restricted from public access or examination. If you are a victim of an incident, the police department will make every effort to assure that you receive the information you need, but even so, some material may not be available to you. If you are a defendant and have been arrested for an ***indictable offense***, **you or your attorney must request discovery through the Monmouth County Prosecutor's Office**.

Please fill out the request below and return to our Records Bureau in person or by mail (address listed above). Faxed request forms will not be accepted. Records personnel will contact you when the material is ready. Because of security concerns, records personnel **will not** fax or e-mail reports.

- **Bring exact change** if you are intending to pick the material up. **Cashier Services are not available**.

Fees (other than Municipal Court Discovery):
$0.05 per page for letter size copies.
$0.07 per page for legal size copies.
$1.00 for each video or audio tape reproduction.
$5.00 for mailed accident reports. (NJSA 39:4-131)

Municipal Court Discovery Requests:
$0.05 per page for letter size copies.
$0.07 per page for legal size copies.
$1.00 for each video or audio reproduction.

All photographs will be photocopied. Actual photo reproductions will be prepared only upon request and advanced payment for the actual costs of reproductions.

Name: _____

Address: _____

Telephone #:_____ Fax #:_____

Preferred Delivery:

☐ **Pick Up**

☐ **Mail – Must include with payment a self-addressed stamped envelope of sufficient size and postage.** **NOTE:** Failure to send a **Padded Self-Addressed Stamped Envelope** for video and/or audio reproductions may result in damage during shipping.

Reason for your request: _____

In compliance with N.J.S.A. 47:1A-2.2 and under penalty of N.J.S.A. 2C:28-3, I certify that **I HAVE / HAVE NOT (circle one)** been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States.

Signature _____ Date _____

*******DO NOT WRITE BELOW THIS LINE******POLICE USE ONLY******DO NOT WRITE BELOW THIS LINE*******

Case #:_____ Amount Received:_____ Date:_____ Officer: _____
PRINT RANK & NAME