SWANZEY POLICE DEPARTMENT

34 Eaton Road, P.O. Box 10009
Swanzey, NH 03446
(603) 358-2869, Fax (603) 358-4011

REQUEST FOR PUBLIC RECORDS

In accordance with RSA 91-A, determination will be made whether the requested governmental record is available for public inspection. Upon such determination it shall, within five business days of the date of the request, make the record available, deny the request in writing with specific reasons, or acknowledge the receipt of the request with a written statement of the time reasonably necessary to determine whether the request will be granted or denied.

PLEASE PRINT

REQUESTOR'S INFORMATION

PRINT FULL NAME: _____ **DATE:** _____

STREET ADDRESS: _____ **TELEPHONE:** _____

CITY/STATE/ZIP CODE: _____ **EMAIL:** _____

SIGNATURE OR REQUESTOR: _____

INFORMATION FOR REQUEST RECORDS

TYPE OF RECORD(S) BEING REQUESTED: _____

RECORD DATE(S): _____

REPORT NUMBER(S): _____

NAME OF PERSON(S) INVOLVED: _____

DATE OF BIRTH OF PERSON(S) INVOLVED: _____

FORMAT OF THE RECORD: **PAPER** **DVD** **(AUDIO/VIDEO)**

OFFICE USE ONLY

Received By: _____ **Date Received:** _____

Completed By: _____ **Date Completed:** _____

jbg 7/28/2023