

FLORENCE TWP. POLICE DEPARTMENT  
711 Broad Street  
Florence, NJ 08518  
Tel. (609) 499-3131 Fax (609) 499-8181

REQUEST FOR POLICE REPORTS

Police reports are reviewed, prepared and disseminated on a priority basis (those needed for court first are typed first and so on). Because prosecution needs 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 is very short, it may not be entered into our system of yet. If your request is approved, the records are normally available within seven business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it cannot be provided within seven business days, you will be advised of same within the seven business days. 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 Burlington County Prosecutor's Office.

**Please fill out the request below and records personnel will contact you when the material is ready.** Please note, that in accordance with R. 7:7-7(1), we utilize [www.NJDiscoveryDocs.com](http://www.NJDiscoveryDocs.com) for many "static" discovery documents including Alcotest Calibrations, New Standard Solution Reports, Officer Certifications and other documents. You may access and download these records at [www.NJDiscoveryDocs.com](http://www.NJDiscoveryDocs.com) free of charge. **If you intend to pick up the requested documents, please bring exact change as cashier services are not available.**

Fees (other than Municipal Court Discovery):

- \$.05 per page
- \$.07 per page for all legal sized documents
- \$5.00 for routine accident reports (Pursuant to N.J.S.A. 39:4-131)
- \$5.00 for each video or audio tape reproduction

Municipal Court Discovery Requests:

- \$.05 per page
- \$.07 per page for all legal size documents
- \$.25 for stationary expenses
- \$5.00 for each video or audio tape reproduction
- Cost of postage for any report mailed

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

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ (day) / \_\_\_\_\_ (night)

**Preferred Delivery:** Pick Up \_\_\_\_\_ Mail \_\_\_\_\_

**Reason for your request:** \_\_\_\_\_

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** \_\_\_\_\_

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POLICE USE ONLY

Clerk: \_\_\_\_\_ Date Received: \_\_\_\_\_ O.R.#: \_\_\_\_\_