

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 can not 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 materials 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(f), we utilize 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 free of charge. If you intend to pick up the requested documents, bring exact change - 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 first three pages for accident reports. (Pursuant to N.J.S.A. 39:4-131).
\$1.00 for each additional page for 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.
Actual 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 _____

POLICE USE ONLY

Dispatcher: _____ Date Received: _____ O.R.#: _____