

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 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, please bring exact change as cashier services are not available.

Fees:

\$.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)
Cost of postage/materials for any report mailed

\$.20 for each CD
\$.40 for each DVD
\$.70 for each dual-layer DVD
\$.60 for each Blu-ray DVD

Name: _____

E-mail: _____

Address: _____

Preferred Delivery: Pick Up _____ Mail _____ Email _____

Telephone #: _____

Description of report: _____

Reason for your request: _____

Signature: _____ Date: _____

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POLICE USE ONLY

Clerk: _____ Date Received: _____ R.R.#: _____

Case/Incident #: _____