Lancaster Police Department
25 Main St
Lancaster, NH 03584

Jonathan Woodworth
Chief of Police

Phone (603)788-4402
Fax (603)788-4659

Request for Copy of Incident or Accident Report

It is the policy of the Lancaster Police Department that any requests for copies of reports be completed in writing. Once the request is approved and payment is received, we will forward the records to you. Under NO circumstances will reports be released without a written request or supervisor approval. Please fill out the following information:

Name: _____ Date: _____

Mailing Address: _____

Phone # _____ Date & Time of Incident: _____

Type of Incident (accident, theft, etc.): _____

Other parties Involved: _____

Officer at scene: _____ Case #: _____

Please indicate how you would like to receive this information:

☐Mail ☐Fax- Fax #: _____ ☐E-Mail: _____

the above options must be prepaid in order for us to send the records

☐In Person

The above-named individual requests a copy of the report involving him/her at the above stated date. This information will be forwarded to the individual upon approval of the Chief of Police.

Signature: _____ Date: _____

A fee of $20.00 will be charged for copies of incident or accident reports. There is no charge for arrest reports if the request is part of discovery. If the report is multiple pages, an additional fee may be applied.