



# COLCHESTER POLICE DEPARTMENT

## RECORDS REQUEST FORM



ALLOW 10 BUSINESS DAYS FOR YOUR REQUEST TO BE COMPLETED, LONGER UNDER EXTENUATING CIRCUMSTANCES

**ORIGINATING PAYMENT IS DUE AT TIME OF REQUEST.**  
**SEE NEXT PAGE FOR NOTICE OF ASSOCIATED FEES AND PRICING.**

Date of Request: \_\_\_\_\_ Date(s) of Incident(s): \_\_\_\_\_

Type of Incident (i.e. crash/theft): \_\_\_\_\_ Incident #: \_\_\_\_\_

Location: \_\_\_\_\_

**Requested by:** First Name: \_\_\_\_\_ M: \_\_\_\_ Last: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

What documents are being requested (make sure to also mark on 2<sup>nd</sup> page and calculate originating fee due at time of request):

\_\_\_\_\_

Parties Involved: \_\_\_\_\_ Date(s) of Birth(s): \_\_\_\_\_

**Incomplete forms will be returned for further information**

**Identification may be required**

### **Important Notes on Requesting Records from the Colchester Police Department:**

Law enforcement investigative police reports are exempted from the Vermont Public Records Law. However, the Colchester Police Department may release their investigative police reports to the public on a case-by-case basis and may be released only through the Chief of Police or their designee per 1 VSA 317(c)(5).

Investigated motor vehicle crash report requests will be referred to the Vermont Department of Motor Vehicles.

**Please complete and sign the next page,**  
**and send completed form to [records@colchesterpdvt.org](mailto:records@colchesterpdvt.org) or:**  
835 Blakely Rd., Colchester, VT 05446

**NOTICE OF ASSOCIATED FEES for providing copies of a public record,  
with originating fee due at time of request/before it will be processed:**

Pursuant to 1 V.S.A. 316 (2)(e) the following fees are established as the actual cost of providing a copy of a public record:

**1. For staff time involved in physically duplicating a record (beyond first 30 minutes):**

	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>
<b>Staff time/minute</b>	\$ 1.17	\$ 1.19	\$ 1.23	\$ 1.27	\$ 1.30	\$ 1.34	\$ 1.38

**2. For photocopies or other media formats (please mark which items you are requesting and estimate the originating total, due at time of request/before it will be processed):**

<b>X</b>		<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>
	Law enforcement incident reports	\$ 5.00	\$ 5.15	\$ 5.30	\$ 5.46	\$ 5.63	\$ 5.80	\$ 5.97
	Extensive/detailed case search (deposit)	\$ 25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 28.98	\$ 29.85
	Photographs per request	\$ 5.00	\$ 5.15	\$ 5.30	\$ 5.46	\$ 5.63	\$ 5.80	\$ 5.97
	Video per request	\$ 45.00	\$ 46.35	\$ 47.74	\$ 49.17	\$ 50.65	\$ 52.17	\$ 53.73
	Audio per request	\$ 45.00	\$ 46.35	\$ 47.74	\$ 49.17	\$ 50.65	\$ 52.17	\$ 53.73
	DVD per request (department-provided disk)	\$ 5.00	\$ 5.15	\$ 5.30	\$ 5.46	\$ 5.63	\$ 5.80	\$ 5.97
	Letter for ongoing investigation records denial	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
	<b>Copies (per page, for extensive/detailed searches)</b>							
	B&W single	\$ 0.19	\$ 0.20	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.23
	B&W double	\$ 0.28	\$ 0.29	\$ 0.30	\$ 0.31	\$ 0.32	\$ 0.32	\$ 0.33
	Color	\$ 1.13	\$ 1.16	\$ 1.20	\$ 1.23	\$ 1.27	\$ 1.31	\$ 1.35

**Note of fee structure above:** If the incident is still being investigated and a report cannot be released (i.e. fraud, vandalism, theft, stolen vehicle cases), a letter will be written and provided, stating such, for a fee of \$10.00.

*For all other formats not listed above, the Secretary of State's Universal Fee schedule or the cost of reproduction for non-standard formats, as amended from time to time, or actual cost, if the copies are made by a contracted vendor, will be utilized.*

**PLEASE SIGN BELOW to acknowledge your public records request and to indicate you have read and understand the fees associated with providing copies of a public record.**

(This section is only necessary if you are requesting copies be made instead having of an opportunity to inspect the record. A final estimate of the cost will be provided prior to copying if different than the "originating fee," and you will have the opportunity to agree or not to obtain a copy of the record.)

**Signature of requesting party:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TO BE COMPLETED BY COLCHESTER POLICE DEPARTMENT PERSONNEL**

**DATE RECEIVED:** \_\_\_\_\_ **TAKEN BY:** \_\_\_\_\_ **DEPT.:** \_\_\_\_\_

**I have reviewed this request and find it to be:** ☐ **Approved** ☐ **Incomplete** ☐ **Denied**

\_\_\_\_\_  
*Custodian Name, Signature, and Date*

**Final Cost:** \$ \_\_\_\_\_ photocopies/other media formats + \$ \_\_\_\_\_ staff time +  
\$ \_\_\_\_\_ deposit for search = \$ \_\_\_\_\_ **TOTAL**

**Paid:** ☐ **Yes** ☐ **No** **Date:** \_\_\_\_\_ **Date Fulfilled:** \_\_\_\_\_ **Notes:** \_\_\_\_\_