



Mansfield Township Police Department

P.O. Box 177
Columbus, NJ 08022
(609) 298-4411

Community * Duty * Integrity

Richard C. Bendel
Director of Public Safety

REQUEST FOR CRIMINAL CASE REPORT

Police reports are reviewed and prepared on a criminal court priority basis (those needed for court are typed first, etc.) Because prosecution needs many times differ with the order in which incidents have occurred, the report you seek may not be completed, although the reports for incidents which occurred after yours may be completed.

Many police records are restricted from public access or examination. If you are a victim in an incident, we will make every effort to assure that you receive the information you need. It should be noted, however, that some information 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.

In order for us to process your request, the following information must be completed and submitted to us. Omission of any of the requested information may result in a delay in completion of your request, or, the denial of your request until the required information is provided. After the receipt of this request form and the appropriate fee, the information will be provided to you.

Name: _____
First Last

Address: _____
Street
Town State Zip Code

Date of Birth: _____

Phone # : _____
Daytime Nighttime

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Reason for Request: _____

Preferred Delivery Method: Pick-up
Mail

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 in the United States of America.

Signature: _____ Date: _____

FEE SCHEDULE:

\$0.75 per page for each of the first 10 pages

\$0.50 per page for page 11 through 20

\$0.25 per page for all pages over 20

\$5.00 Mailing fee for all reports sent by U.S. Mail

Photos will be photocopied. Actual photo reproductions will be prepared upon separate request and advance payment for actual cost of reproduction will be required.

Payment must be made by check or money order ONLY.