REQUEST FOR PUBLIC RECORDS

I ________________________________ am requesting copies of public records pertaining to
(print your name & DOB)
incident(s) or involvement(s) that occurred on __________________________ involving the
(date or date range)
Montpelier Police Department and ____________________________ at the described
(name of person or type of incident)
location _______________________.
(location of incident)

In the space below, please briefly state the reason(s) for interest in requesting this information.

I understand that there may be a fee charged by the Montpelier Police Department to provide
these records. The fee amount for copies of public records is established in the Vermont State
Statute and the guidelines set forth by the Vermont Secretary of State’s Office.

_______________________  ________________________  _________________
(Signature)               (Contact Phone Number)       (Date)