



# TOWN OF GROTON POLICE DEPARTMENT



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68 Groton Long Point Road, Groton, Connecticut 06340  
**Records Division Telephone: (860) 441-6713**  
**Email: [Policerecords@groton-ct.gov](mailto:Policerecords@groton-ct.gov)**  
**Fax: (860) 445-5928**

## Request for Police Records

Under the provisions of Connecticut General Statute 1-210 the Town of Groton Police Department may be unable to provide information immediately upon request. A reasonable amount of time will be needed to review and complete a request.

Although every effort will be put forth to supply you with the information requested, please be advised that your request does not guarantee the release of information to you. Statutorily, many factors determine whether or not any part of a case can be released. All police cases must be reviewed and approved by the Investigating Officer's Supervisor prior to release. **We appreciate your patience in this process and request immediate contact should you decide to withdraw your request.**

**Instructions:** Using the space below, please provide as much detail as possible. Print clearly.

**Date and Time of Request:** \_\_\_\_\_  
Month / Day / Year / Time

**Person Making Request:** \_\_\_\_\_  
First Name / Middle Initial / Last Name

\_\_\_\_\_  
Date of Birth                          E-Mail Address                          Telephone Number

\_\_\_\_\_  
Street / City / State / Zip Code

**Signature of Person Making Request:** \_\_\_\_\_

\*\*\*\*\*  
**Case Number:** \_\_\_\_\_                          **Date Needed:** \_\_\_\_\_

**Name and Date of Birth of Person(s) Involved** (If you do not know the date of birth, please estimate.)

\_\_\_\_\_  
**Date of Incident** (If you do not know the exact date, please estimate.)

\_\_\_\_\_  
**Type of Incident** (Example: motor vehicle accident, arrest, burglary, etc.)

\_\_\_\_\_  
**Type of Information or Documentation Requested** (Use reverse side for additional information)

**\*\*\*Photographic Identification and Fees incurred are expected upon pick-up\*\*\*  
(Cash, Personal Check, Money Order, Bank Check, Credit Card accepted)  
§1-212(c) – Fees May be Requested in Advance of Processing**