

Newton Police Department

Public Information Request Form

This form is available at the Newton Police Department or online at www.newtonnc.gov/PDinformationrequest and may be printed, completed, and faxed to 828-465-7447 or mailed/hand delivered to 411 N. Main Ave or P.O. Box 550, Newton, NC 28658.

Any records produced will be subject to the City of Newton fee schedule adopted by City Council.

By providing the following information it will assist us in accommodating your request in an accurate and prompt manner.

Section One: Requestor Information *(Print Legibly)

Name: _____ Phone Number: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____ Email Address: _____

Section Two: What Records Are You Requesting?

Address of request: _____

Date range requested for Location/Property Check: _____

Please provide any other information about the report(s) you are requesting including any details that may help us locate the information.

What format are the records to be provided in: Paper Copy ☐ CD/USB ☐ Telephone ☐

Section Three: Method of Contact

Once the records request has been completed, please notify me via the following method to come pick up the documents that have been prepared:

☐ Telephone or ☐ Email

Section Four: Signature of Requestor

☐ I certify that I am the person listed as requestor:

Signature of Requestor _____

Date _____

LOCATION/PROPERTY CHECK(S)

With all Newton Police Department Location/Property checks it is important to note that many factors contribute to the number of calls reflected in these reports. In addition to regular calls for service, there are citizen contact calls, self initiated calls by officers, property checks, false alarms, etc. The nature of these calls should be taken into account when analyzing the information provided in these reports.

All requests for Crime/Calls for Service reports require a MINIMUM of (5) working days to process.

FOR POLICE DEPARTMENT USE ONLY

Date Received _____ Received by (Employee): _____

Date Report(s) Completed: _____

Date information released: _____

Employee releasing information: _____ Fee Received: _____