

# MAHWAH POLICE DEPARTMENT

221 FRANKLIN TURNPIKE, MAHWAH, NEW JERSEY 07430  
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## INCIDENT REPORT REQUEST FORM RECORDS@MAHWAHPD.ORG

TOWNSHIP OF MAHWAH POLICE DEPARTMENT  
221 Franklin Turnpike  
Mahwah, New Jersey 07430

Records Bureau 201.529.1000 Ext 235  
Hours: 8:30 AM - 4:00 PM Weekdays

### INCIDENT / INVESTIGATION REPORT REQUEST

Complainants Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

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

City: \_\_\_\_\_

State \_\_\_\_\_ Zip: \_\_\_\_\_

Event # \_\_\_\_\_ Occurrence Date: \_\_\_\_\_

Allow **THREE TO FIVE (3-5)** business days (excluding weekends/holidays) **FROM DATE OF REQUEST** for processing of incident reports.

To obtain a copy of your incident report, complete this information sheet and return it to Records. Please include your phone number so we may contact you when the report is complete.

- Fee is \$0.05 per page for letter sized pages and smaller;
- Fee is \$0.07 per page for legal sized pages and larger;
- Any public agency whose actual costs to produce paper copies exceed the \$0.05 and \$0.07 rates may charge the actual cost of duplication
- Requests for discovery to be sent via E-Mail or FAX will incur no charge
- Agency must charge the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD).

(PLEASE NO CASH in MAIL). Checks should be made payable to the Twp. of Mahwah.

**Prior to any report being released, a New Jersey OPRA, Open Public Records Act form MUST BE COMPLETED and returned to the Records Bureau**



"A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY"

