



<b>DOUGLAS POLICE DEPARTMENT</b>
<b>Public Records Request Form</b>



It is the goal of the Douglas Police Department to provide the public with access to all public records that are not exempt by law. This Request Form has been created to assist you in receiving the specific records you are seeking. Please be advised that your records request can be made in person, by phone, by mail, or by email. All requests must be submitted to the Department's Record Access Officer listed below. Upon receipt, your request will be reviewed, and you will receive a response within 10 business days.

**Records Access Officer:**

Chief Nick L. Miglionico  
 Douglas Police Department  
 P.O. Box 244, 29 Depot Street  
 Douglas, Massachusetts 01516  
 508-476-2709 ext. 115  
 email: [nmigs@douglasma.org](mailto:nmigs@douglasma.org)

**Date Requested:** \_\_\_\_\_

**Requesting Party's Information:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) – \_\_\_\_ – \_\_\_\_\_

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

Town / State / Zip: \_\_\_\_\_

**Records Requested:**

Date of Incident: \_\_\_\_\_ Name of Involved: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

**Type of Record requested:** \_\_\_\_ Accident Report \_\_\_\_ Arrest Report \_\_\_\_ Incident Report

**Method of Delivery:** \_\_\_\_ Email (no charge) \_\_\_\_ U.S. Mail \_\_\_\_ Pick-up when ready

Requests will be charged postage plus 5 cents per page for U.S. Mail delivery. Requests will be charged 5 cents per page for pick-up when ready. Please be advised that additional fees may apply depending on the request. If this is the case, you will be supplied with a good faith estimate prior to processing.