



Buxton Police Department

Request for Public Records

Please print clearly in ink only

Maine’s Freedom of Access Act controls the release of Public Records held by the Buxton Police Department. While it is our goal to be as transparent as possible with our citizenry, please understand state and federal laws prohibit the release of information classified as private or confidential.

A non-refundable deposit of **\$15.00** for the first 10 pages is due upon submission of your request for reports or general information. Each additional page is subject to a fee of \$1.00 per page and CDs/DVDs are \$10.00 each. All additional fees are payable prior to record release. If projected fees exceed an additional \$20.00 you will be contact prior to the preparation of your requested information. Checks should be made payable to Town of Buxton and are subject to additional fees if not honored by the bank. Request for Public Information can be mailed to Buxton Police Department 185 Portland Rd. Buxton, Maine 04093.

Request for: <input type="checkbox"/> Accident Report* <input type="checkbox"/> Offense Report <input type="checkbox"/> General Information	ARREST REPORTS: If you have been arrested, a copy of your complete arrest report will be provided to you, at no charge , during your arraignment process by the District Attorney’s Office. * Accident reports are available for download at www.crashdocs.org for a \$10.00 fee	
Name of Requestor:	Date of Request:	
Address:	Phone:	
Town:	State:	Zip Code:
Date or time frame of the record(s) being requested:		
Detailed description of requested records:		

The status of your request will be available within five (5) working days. Once notified that your request has been completed you will have thirty (30) days to pick up your requested copies. Requests that have not been picked up in that time frame will be destroyed and you will need to submit a new request with pre-payment.

FOR DEPARTMENT USE ONLY	
Date Received: _____	Date Requestor Notified: _____ Date Released: _____
Amount Paid: _____	How Provided: _____ Fax _____ Mail _____ To Be Picked Up
Date Completed: _____	TOTAL DUE ON PICK UP: _____ Date Paid: _____
Completed By: _____	
Approved By: _____	
Date Approved: _____	
Notes:	