



TOWN OF HOLLAND
Police Department
27 Sturbridge Road Holland, MA 01521
Bryan C. Haughey
Chief of Police

Records Query / Records Requests:

In order to provide you with a prompt response we strongly recommend that you fill out this form. You may file your request in person, via mail, facsimile or email. You should receive a response to your request within ten [10] business days. If you are requesting an in house computer system records query as part of a background check, please skip section 1 and proceed to section 2 and 3 of this form. Please remember to include the appropriate release forms.

1. Records Request:

Report #: _____ Report Type: _____
(if applicable)

Date Occurred: _____ Location: _____

Involved Name: _____ Plate #: _____
(if applicable)

2. Please fill out your information below: [the person making the request].

Agency/Business Name: _____
(if applicable)

Name: _____ Phone #: _____

Address: _____ Date: _____

City/State: _____
(Signature)

Email address [records emailed in PDF format]: _____

3. Records Query Only: [information of the person you are requesting to be queried].

Name: _____ DOB: _____

Address: _____

City/State: _____

You will be notified in writing of the query response provided that you have included the appropriate release forms. If a positive response occurs and you wish to obtain a copy of the record(s), please refer back to section 1 of this form.

OFFICIAL USE ONLY	
Date Requested	Responsible Officer

Holland Police Department – Form 8.12

8/15, 1/17

27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@town.holland.ma.us