



Town Of
New Castle Police Department

REQUEST FOR COPY OF POLICE REPORT

To receive a copy of a police report, please fill out this form and mail it along with payment and a self addressed stamped envelope to: New Castle Police Department, 200 South Greeley Avenue, Chappaqua, NY 10514 ATTN: Records. You may also hand in this request at the police station. Please direct any questions you may have to the Police Department Records Division at (914) 238-1565.

There is a .25 per page charge for copies. Payment must be by cash, check or money order made payable to the Town of New Castle.

Please include as much information as possible. **REPORTS CANNOT BE FAXED.**

Event #:	Event Date:	Event Time (approximate)	Today's Date:
Type of event: <input type="checkbox"/> Accident <input type="checkbox"/> Property Damage <input type="checkbox"/> Theft <input type="checkbox"/> Crime/Arrest Other (describe) <input type="checkbox"/>			
Location of event:			
Last name of a person involved in the event:			
Person requesting report:			
Name:			
Address:			
Home Phone:		Work or Cell Phone:	
For Police Department Use			
Date Report Sent:		Receipt Number:	