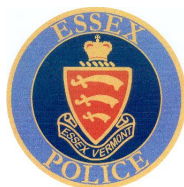


Chief of Police  
Ron Hoague  
(802) 878-1335

Department Fax  
(802) 878-1340



Dispatch  
(802) 878-8331

Detective Division  
(802) 879-4923

Records Division  
(802) 878-1337

## ESSEX POLICE DEPARTMENT

145 Maple Street  
Essex Junction, Vermont  
05452-3792  
www.epdvt.org

To help us better handle your request, please provide the following information:

## RECORDS REQUEST

Date of Request \_\_\_\_\_ Date of Incident \_\_\_\_\_

Type of Incident: (i.e., accident/theft) \_\_\_\_\_

Location of Incident \_\_\_\_\_

Incident # (if known) \_\_\_\_\_ Victim/Complainant \_\_\_\_\_

Requested By (Printed Name) \_\_\_\_\_ DOB \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Incomplete forms may be returned for further information.

### **Important Notes on Requesting Records from the Essex Police Department**

1. Not all Police records are public records. We are governed by the Vermont Public Records Law and Essex Police Department records policies and procedures. Please review the Vermont Public Records law [HERE](#) or at 1 VSA Chapter 5, section 318 for exemptions allowed by law. In addition, there are other State and Federal laws that restrict or prohibit the handling and dispensation of juvenile records as well as other matters.
2. Fees may be assessed pursuant to the Vermont Uniform Fee Schedule which can be found [HERE](#) or at 1 VSA 316(d) of the Vermont Statutes Annotated. (Note – Payment of fees can be required in advance)
3. If the records you requested have been determined to be public records, but are not immediately available for inspection, we will provide you with an estimate of when they will be ready. If determined that the records you requested are exempt from Public Inspection you will also be notified why and you're right to appeal.