



TOPSHAM POLICE DEPARTMENT

100 Main Street, Topsham, ME 04086
Phone: (207) 725-4337 Fax: (207) 725-4604



Marc R. Hagan
Chief of Police

William S. Collins
Lieutenant

Request for Information

All Freedom of Access Act requests should be in writing, either on this form or other suitable legible written format. A full contact name, address, and phone should be included. *All requests for Law Enforcement related records shall be sent to the attention of the Chief of Police. Please note there may be a reasonable fee charged for copying and research.

Request Made By: _____

Date of Request: _____

Items Requesting:

How can the Police Department contact you with our response?

Signature

Date request received by Department: _____

Received by (Name of employee): _____

Date of Reply: _____

Cost of Photocopying: _____

Cost of Staff Time: _____

Payment Received: _____

* We request that you put your request in writing for clarification purposes only. It is not required by law to do so, nor are you required to give your name and address.