MOUNT HOLYOKE COLLEGE

Department of Public Safety & Service — Request for Copy of Police Report

1 Everett Road, South Hadley, MA 01075 | Tel: (413) 538-2304

PUBLIC RECORDS NOTICE: Records released per MA Public Records Law (M.G.L. c. 66, § 10) to eligible parties (victims, involved participants, insurers, legal counsel). Statutory exemptions apply for ongoing investigations, personal privacy, M.G.L. c. 41, § 98F (domestic violence/sexual assault), FERPA, and medical records.

1. REQUESTOR INFORMATION

Full Name:	_____
Eligibility / Role:	[ ] Victim [ ] Involved Party [ ] Insurance Representative [ ] Legal Counsel
Contact Details:	Phone: _____ Email: _____
Mailing Address:	_____

2. INCIDENT DETAILS

Report / CAD # (if known):	_____
Date/Time & Location:	Date/Time: _____ Location: _____
Incident Category:	[ ] Motor Vehicle Accident [ ] Larceny / Theft [ ] Property Loss / Damage [ ] Other

3. PREFERRED DELIVERY METHOD

Delivery Option:	[ ] Secure Email (PDF) [ ] In-Person Pickup (Photo ID Required) [ ] U.S. Postal Mail

4. CERTIFICATION & ACKNOWLEDGEMENT

I certify under penalties of perjury that I am the requesting party or authorized agent named above and that all information provided is true and correct. I understand that knowingly submitting false statements or misrepresenting identity to obtain law enforcement records may result in administrative disciplinary action (referral to Deans or Campus Safety Authorities) and/or criminal prosecution under Massachusetts General Laws (including M.G.L. c. 268, § 6A).

Signature of Requestor / Digital Signature: _____ **Date:** _____

OFFICIAL USE ONLY, DEPARTMENT OF PUBLIC SAFETY AND SERVICE

Date Received:	_____
Action Taken:	[ ] GRANTED [ ] DENIED [ ] PARTIALLY RELEASED (Redacted)
Basis / Exemption:	_____
Authorization:	Director / Authorized Signature: _____ Date: _____