

Records Request Form

Winooski Police Department

Please allow 10 days to process your request.

Date of Request _____ Type of Incident _____

Date of Incident _____ Location _____

Incident/ Case Number _____

Requested by:

First Name _____ MI _____ Last Name _____

Phone _____ DOB _____

Address _____

City/Town _____ State _____ Zip _____

Email _____

Purpose of this Investigated report is: (If for court, indicate court date):

List Parties Involved:

Name _____ DOB _____

Name _____ DOB _____

Name _____ DOB _____

Are you the victim or complainant? Yes No



Law Enforcement investigative police reports are exempted from the Vermont Public Records Law as prescribed in Title 1 VSA section 317(c)(5).

Insurance Companies - state your Insured's DOB as well as Driver's full name(s) and mailing address(s):

Attorneys - state whom they represent, their DOB and type of report:

Incomplete forms may be returned for further information. Identification is required.

Verified By _____

Photo License _____ Other _____

Approved Denied Need Subpoena

All requests to be mailed must include a self-addressed/stamped envelope.



Your request has been denied in whole, or in-part, for the following reason(s):

- Could reasonably be expected to interfere with the enforcement proceedings;
- Would deprive a person of a right to a fair trial or an impartial adjudication:
- Could reasonably be expected to constitute an unwarranted invasion of personal privacy;
- Could reasonably be expected to disclose the identity of a confidential source, including a state, local or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by criminal law enforcement authority in the course of a criminal investigation or by any agency conducting a lawful national security intelligence investigation, information furnished by a confidential source;
- Would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecution if such disclosure would reasonably be expected to risk circumvention of the law;
- Could reasonably be expected to endanger the life or physical safety of any individual;

A public agency shall not reveal information that could be used to facilitate the commission of a crime or the identity of a private individual who is a witness to or victim of a crime, unless withholding the identity or information would conceal government wrong doing, 1VSA 317(5)(D).

