



Commonwealth of Massachusetts

Department of Public Safety

REQUEST FOR RECORDS

Please send form to:
 Department of Public Safety, Public Records Officer, 1 Ashburton Place, Room 1301, Boston, MA 02108

The Department of Public Safety (“Department”) requests that all record requests be in writing. Please provide the following information:

Name and contact information of requester:	Name and address where records should be sent:
Name: _____	Name: _____
Company: _____	Address: _____
Phone: _____	City/Town: _____
Fax: _____	Zip: _____
E-Mail: _____	E-Mail: _____
	Fax: _____

Requested documents (please be specific and use back of form if needed):

Fees:
Pursuant to M.G.L. c. 66, § 10, a custodian may charge \$0.20 per page for photocopies and \$0.50 per page for computer printouts. Additionally, the custodian may charge the hourly rate of the lowest paid employee capable of searching and segregating the documents. See 950 CMR 32.06(1)(c). The Department charges \$5.00 for records contained on disc. If you are requesting records, a database or an audio file on disc, please attach a check for \$5.00 payable to the “Commonwealth of Massachusetts.”

Exempt Documents:
All records in the possession of the Department are considered public records; however, under M.G.L. c. 4, § 7(26) the Department must withhold certain information.