



# Easton Police Department

---

## RECORDS UNIT

### CONTACT INFORMATION

(203) 638-0587 Records  
(203) 268-4111 Department  
(203) 268-6703 FAX  
efox@eastonctpolice.com

Monday – Friday  
8:00 a.m. – 4:00 p.m.

The PD Records Department is responsible for the maintenance of all department incident records and reports, the proper dissemination of these records according to the Freedom of Information Act, and conducting Town of Easton, CT arrest history record checks. The release of information and report copies are limited by the State of Connecticut General Statutes. For a complete list refer to Connecticut General Statute 1-210.

Types of reports that will not be released are:

- Pending cases
- Medical records
- Signed statements of witnesses
- Information to be used in a prospective law enforcement action
- Investigatory techniques
- Arrest reports
- Arrest records of Juveniles
- Information on the victim of sexual assault
- Uncorroborated allegations

Most police reports are available within 3 – 4 days after the incident. However, please call ahead to ensure the report you are seeking is available. Record requests can be picked-up after hours from the Communications Center if prior arrangements are made. Must have exact change or a check, made payable to the Easton Police Department. Credit cards are not accepted.

➤ Freedom of Information Request Form

**Record** report copy .50 cents per page.

**Certified Record** report copy \$1.00 first page and .50 cents each additional page thereafter.

**Motor Vehicle Accident** reports are available online at **CRASHDOCS.ORG** for a flat fee of \$5.00 or at the department for \$1.00 per page (two sided documents are two pages.)

**Notary Public Service** (9:00 a.m. – 2:00 p.m.) Service fee for non-residents is \$5.00 per document. There is no fee for Easton residents.

**Notary Public Service Requirements:**



# Easton Police Department

---

## RECORDS UNIT

- Two forms of ID containing the individual's signature, and at least one of the forms contains a photograph.
- The document shall **NOT** be signed by the signer prior to having it witnessed (if applicable) and the notary public.
- This office does **NOT** notarize Wills, Living Wills, or Notarial Acts for Minors.

**Arrest History** is a Town of Easton, CT record check only. Request form must have signature of subject of the record check. There is a \$5.00 fee for this service. For a State of Connecticut Criminal Background Check or Letter of Good Conduct, your request must be made through the Connecticut State Police Bureau of Identification at [www.ct.gov/despp](http://www.ct.gov/despp) Forms – Reports and Records.

- Arrest History Request Form

### **ALARM REGISTRATION:**

- Alarm Registration Information
  - Alarm Registration Form

### **PISTOL PERMIT:**

- Pistol Permit Requirements
  - Pistol Permit Application

### **SOLICITOR PERMIT:**

- Solicitor Permit Requirements
  - Solicitor Permit Application

### **TOWN OF EASTON, CT ORDINANCES:**

- Chapter 226, Alarm Systems
- Chapter 379, Peddling and Soliciting