BURLINGTON POLICE DEPARTMENT
1 North Avenue
Burlington, Vermont 05401

Michael E. Schirling
Chief of Police

Phone (802) 658-2704
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TTY/TDD (802) 658-2700

Request for Records Check

This form and incorporated response relate to an inquiry regarding a criminal **or** contact history with the Burlington Police Department. Definitive records regarding the criminal history you are inquiring about are not housed at the Burlington Police Department. Once a case leaves the police department for prosecution or other action, tracking of that case generally lies in the purview of the Vermont Courts and the Vermont Criminal Information Center. We can provide a "snapshot" of an individual's general involvement with the Burlington Police for **events that have occurred only in the City of Burlington since December 1, 2002**.

This form may also be used to request a specific incident or accident report using the bottom section.

Effective September 1, 2006, there is a $20.00 (twenty dollars) administrative processing fee for reports up to 20 pages in length, plus $.20 (twenty cents) for each additional page.

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WE STRONGLY PREFER THAT INQUIRIES BE MADE IN PERSON WITH VALID PHOTO IDENTIFICATION

I hereby request an inquiry of my criminal history from the Burlington Police Department:

Name (please PRINT) _____ Date of Birth _____

Full Address _____

Home Phone Number _____

City & State of Birth _____ Driver's License # _____

Inquiry for General Police Contacts? Yes / No   Adoption or Travel? Yes / No

Signature _____ Date _____

No form of response should be considered an endorsement or recommendation regarding the matter to which it pertains. This document is not intended to serve as identification for any purpose.
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If requesting a specific complaint or incident report, please fill in the information below:

Incident or Accident Number: _____ Officer: _____

Processing Date _____ Processed By _____ A Criminal Record **Was / Was Not** on File
Case #s Released _____
        Upon completion, this form shall be scanned to a NWS name record. If no record exists, one will be created.