

NOTICE

The Records Division will be closed to the public until further notice. Requests for copies of reports can be made by phone, fax or email. Our telephone # is 860-886-5177. The fax # is 860-886-4552 and the email is records@norwichpolice.org. Please use the form in the envelope to submit your request. You will be notified when your report is available and how much it will cost. Once payment is received we will mail the report to you. Please note that we have no way of processing electronic payments.

Per order of the Chief of Police no vendor permits will be issued until further notice. Also any questions regarding pistol permit applications should be directed to Sgt. Avery Marsh at 860-886-5561 ext. 3142.

Until further notice, The Norwich Police Department will perform Fingerprinting Services for Norwich residents and those who are employed by businesses and organizations within the City of Norwich.

Fingerprinting will be done on the following days:

Wednesdays 4pm until 8pm

Sundays 8 am until Noon

The Desk officer will ask the following questions (via phone) prior to fingerprinting.

- Are you sick?
- Are you feverish?
- Do you have a dry cough?
- Have you traveled out of the country in the last 14 days?
- Have you traveled out of the state in the last 14 days?
- Have you been in recent contact with anyone with COVID-19/Corona virus?

If you answer to any of the above questions is "Yes" you will be advised to return in 14 days.

The Desk officer will have the right to refuse fingerprinting services to anyone exhibiting obvious signs of sickness (coughing, sneezing, sniffing, etc) until such time that the citizen is no longer exhibiting signs of sickness.

We apologize for any inconvenience and appreciate your cooperation.



CITY OF NORWICH
CONNECTICUT
POLICE DEPARTMENT



PATRICK J. DALEY
Chief of Police



70 THAMES STREET
NORWICH, CT 06360
(860) 886-5561

REQUEST FOR COPY OF REPORT
(Please Type or Print Clearly)

Company/Name of Person Requesting Report:

_____ (First Name) (MI/Middle Name) (Last Name)

Address: _____

Phone Number: _____ Email: _____

Report Fee is .50 per page
Photo/ Audio CD \$1.00

Fax, Email or Mail your request to the: Norwich Police Department 70 Thames Street Norwich, CT 06360 Attn: Records Division
Fax (860) 886-4552
Email: Records@norwichpolice.org

Case Number: _____

Traffic Crash - Date: _____ Time: _____
Location/Street _____ Injury or No Injury _____

Criminal - Incident Date: _____ Arrest or No Arrest _____
Arrest Date: _____

Name of any person(s) Involved:

Last, First	How Involved	Date of Birth
_____	_____	_____
Last, First	How Involved	Date of Birth
_____	_____	_____

- Requester Called Payment Received Report Sent