

**HARTFORD POLICE DEPARTMENT  
JUVENILE RECORD INFORMATIONAL SHEET**

To be filed in conjunction with form HPD-20

**Instructions:** The authorized Department official shall determine the identity of the Requester in information, selecting from the criteria below, and explain the respective area which informs the requester the statutory limitations for which the information obtained may be used. The requester must sign the acknowledgment.

**( ) VICTIM-WITNESS COORDINATOR**

Under this request, you may use the information only for the purpose of enforcing the rights under the constitution, under Chapters 938 and 950, and for the provision of services under Chapter 950.

**( ) MEDIA REPRESENTATIVE**

Under this request, you may use the information only for the purpose of reporting news without revealing the identity of the juvenile(s) involved.

**( ) INSURANCE COMPANY REPRESENTATIVE**

Under this request, you may obtain information relating to the injury, loss or damage suffered by the victim, including the name and address of the juvenile and the juvenile's parents. You may use and further disclose the information only for the purpose of investigating a claim arising out of the juvenile's act.

**( ) SCHOOL DISTRICT ADMINISTRATOR**

Under this request, the information obtained shall be used by the school district as provided under s. 118.127 (2) or 118.127 (3).

**( ) VICTIM OF A JUVENILE'S ACT**

Under this request, you may use and further disclose the information only for the purpose of recovering for the injury, damage or loss suffered as a result of the juvenile's act.

**( ) WITH WRITTEN PERMISSION**

Under this request, you are entitled to have disclosed to you any reports specifically identified by the parent, guardian, legal custodian or juvenile 14 years of age or over which is contained within the written permission.

**Acknowledgment: I have been informed of the statutory limitations in which I may use or further disclose the information requested:**

**\*\*\* After this document has been disclosed to you, further disclosure on your part is subject to penalty of law. \*\*\***

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**Signature of Requester**

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**Signature of Police Official**