

APPLICATION TO OBTAIN A POLICE REPORT

- * Completed "ALL" information requested, if unknown specify so.
- * Print all information clearly and legibly.
- * When the report is ready, you will be contacted, if contact information has been listed below.
- * The cost of the police report varies with the number of pages; you will be advised prior to pick up.
- * Requests for police reports are processed Monday through Friday 9 a.m. to 4 p.m..
- * Some reports / records are stored off-site or may take time to be received from the officer. Please allow (5) to (7) business days, not including holidays, for a report to be ready for you.
- * No report(s) will be given unless proper identification has been provided indicating the person making the request is authorized to receive the police report.

Name of person making request: _____ Date of this request: _____

Telephone number(s) of person making request: _____

Email of person making request: _____

Type of incident: _____ Date of incident: _____

Location of incident: _____ Case # of incident: _____

Is the person making this request the victim? Yes / No

If "No", what is the name of the victim? _____

The police report may be mailed to you upon request. Once you are notified, you can submit payment and the report will be mailed.

Mail to:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

If you have not been contacted within (10) business days of your request, feel free to contact the Administration Division Commander at 609-522-2030 ext. 1502.