PUBLIC RECORDS REQUEST FOR ACCIDENT / INCIDENT

Type of Report:  □ Accident  □ Accident with Injury  □ Assault  □ Auto Theft
□ Bicycle Theft  □ Burglary  □ Recovery  □ Theft  □ Other_________________

REQUESTOR’S NAME AND ADDRESS (Please Print)
Requestor’s Name: ____________________________________   Phone Number:______________________
Address (Number, Street) ____________________________________ Date of Request:_______________
City __________________________________________    State _____    Zip _____________
Event#/Report# ___________________  IF NO REPORT NUMBER, PLEASE COMPLETE NEXT SECTION:

ACCIDENT / INCIDENT INFORMATION (Must Complete This Section-If Report# Unknown)
Date of Call: ____________   Time of Incident: ___________  Name of Person(s) Involved:___________________
Location of Call: ____________________________Relationship To Person Involved: ________________________

PLEASE INDICATE ONE OF THE FOLLOWING (CHECK ONE)
□ Mail Record to above address   □ Fax to: ___________________________     Attn: ______________________________
□ Email: ___________________________________________________   □ Will Pick-up / please call when ready at phone # above

REPORT REQUEST INFORMATION
Enclose $5.00 check or money order made payable to The City of Hagerstown(CASH NOT ACCEPTED) for up to the first four pages. The cost per additional page is 25 cents.

ACCIDENT REPORTS ONLY
□ I was an involved party in the accident (Accident reports only-NO CHARGE if the report is picked up at HPD or emailed after request is received). Mailing fees apply.

Your request will be completed when the Records Division receives your report request through the chain of command, please allow time for this process. Thank you.

Payment taken by Employee Name: __________________________   Employee #: _____________
Method of Payment: __________________________   Date: __________________________
□ Check/Money Order # __________________________   (Payable to: City of Hagerstown)
□ Credit Card Transaction # __________________________

Attach payment then send to Hagerstown Police Department, Attn:Records, 50 N Burhans Blvd, Hagerstown, MD 21740