## NEW CARROLLTON POLICE DEPARTMENT REQUEST FOR COPY OF POLICE REPORT

(For each report requested, submit a separate Application)

## **INSTRUCTIONS**

- 1. Information must be typed or printed.
- 2. Incomplete information will result in the return of your application.
- 3. Include a money order payable to the City of New Carrollton.
  - \*\*No personal checks & a fee of \$35.00 will be charged for inadequately funded checks\*\* Fees for residents of the City of New Carrollton is \$15.00, Non-resident is \$25.00 Insurance Company or Attorney's: \$25.00 per copy (Company Business Check)

(THIS FEE IS NOT REFUNDABLE, PLEASE DO NOT SEND CASH.)

- 4. Enclose a stamped, self-addressed envelope.
- 5. Mail to: Records Requests

VEHICLE DRIVER OR VICTIMS NAME: \_

New Carrollton Police Department 6016 Princess Garden Parkway New Carrollton, MD 20784					-
				Car	
				edit	
6. Your cancelled company ch	eck will be your receipt.			ວັ	
7. Any Questions, you can call (3	801) 459-0142.			der (	ā
TYPE OF RECORD DESIRED				ō >	2
[ ] INCIDENT OR CRIME REPORT	[ ] Motor Vehicle Accident Report		<u>-</u>	) Мопе	Stamp here
	PLICANTS MUST COMPLETE THE FOLLOW elow item best describing your interest in this		e Use On	s Check (	Paid
<ul> <li>[ ] Driver of vehicle or person involved in accident / incident</li> <li>[ ] Executor or Administrator of the Estate or Next of Kin (in case of death)</li> <li>[ ] Parent or Guardian of person injured in motor vehicle accident</li> <li>[ ] Insurance Company</li> </ul>			For Office Use Only.	( ) Business Check ( ) Money Order ( ) Credit Card	
[ ] Attorney for (nam [ ] Other (Please Spe	e) cify) HIS INCIDENT IS AS INDICATED ABOVE				
TEENTH THAT WIT INTEREST IN T	IIIS INCIDENT IS AS INDICATED ABOVE	Sign	nature		
PRINTED NAME	ADDRESS				
NAME & COMPLETE ADDRESS TO WH	OM REPORT IS TO BE MAILED (PRINTED OR TY	(PED)			
Check here if same as above ( ) or write b	pelow if address is different.				
DATE & TIME of Incident:	REPORT (CC) NUMBER:				
LOCATION OF INCIDENT:	(N	ew Carro	ollton	MD Jurisdict	ion)

NOTE: Reports are not given the same day that is requested. Reports are mailed to your address.

While an incident may have occurred and a police report was written of the incident these reports go through a recording process and have to be approved by their supervisor before they are available for distribution. Please understand that they are being processed in an expeditious manner and will be made available to you as quickly as possible. All accident/incident reports that were made prior to May 1, 2013 will still need to be requested through Prince George's County Records at (301) 985-3660 Thank you.

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