



# PRINCESS ANNE POLICE DEPARTMENT

11780 Beckford Avenue, Princess Anne, MD 21853

Phone: (410) 651-1822 Fax: (410) 651-0027



*Robert G. Wink*  
*Chief of Police*

## PRINCESS ANNE POLICE DEPARTMENT RECORDS SECTION

### REPORT REQUEST PLEASE PRINT

To receive a copy of a police report, please fill out the following information and either mail your request, along with payment, to the above address or physically hand this request to the Duty Officer. Please include as much information as possible. In the event there is a question concerning your request, please include a work, home or cell phone number. Also indicate the address you wish the report to be mailed to if not picking up. There is a \$10.00 reproduction charge for each report requested, unless you are the victim. (Exception: ALL Motor Vehicle Accident reports are \$10.00 for EVERYONE). Additional report fees will be assessed based on your request. Payment must be in the form of a bank cashier's check or money order made payable to TOWN OF PRINCESS ANNE. (Cash will only be accepted once the report has been approved for release and only when picking up the report.) **Once the Records Section receives this request it will be forwarded to the Chief of Police for approval, which typically takes at least 24 hours.** You will be notified when the report is ready for release.

If you have any questions about this procedure, please contact the Records Section at 410-651-1822.

REPORT NUMBER: \_\_\_\_\_ INVESTIGATING OFFICER: \_\_\_\_\_

TYPE OF INCIDENT: \_\_\_\_\_ DATE/TIME REPORTED: \_\_\_\_\_ / \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

PERSON REQUESTING REPORT: \_\_\_\_\_

REQUESTING PERSON'S INVOLVEMENT: \_\_\_\_\_

REQUESTING PERSON'S ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

**PLEASE ENCLOSE BANK CASHIER'S CHECK OR MONEY ORDER IN THE AMOUNT OF \$10.00 MADE PAYABLE TO: TOWN OF PRINCESS ANNE**

APPROVED BY: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_ DATE PROCESSED: \_\_\_\_\_