

## Request Reports Form

Request Reports Form | [Parking Permit Form](#)

To request a report on a traffic accident or a criminal report please print the form below and fill it out. The completed form can then be brought to the Westminster Police Department, Monday thru Friday 9:00 A.M. to 5:00 P.M. See the bottom of this page for further details and costs of reports.

Request Reports Form ([click here for a printable version](#))

**MAIL TO:** (Requestor's Name)

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE:  
\_\_\_\_\_

REPORT NUMBER: \_\_\_\_\_

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

DATE OF INCIDENT: \_\_\_\_\_

NAME OF PARTIES INVOLVED:  
\_\_\_\_\_

MISCELLANEOUS INFORMATION: \_\_\_\_\_

FEE CHARGED: \_\_\_\_\_ (see below chart)

Complete a Request for Report Form, including all information known pertaining to the incident.

Be sure to include an accurate mailing address and phone number.

Turn the completed form into the receptionist or mail to Westminster Police, 36 Locust Street, Westminster, MD 21157. Include a money order or check. A receipt will be issued.

Reports that require no research will be mailed within 5 business days.

Request for multiple reports or documents that require research, will require 4 weeks processing and a non-refundable deposit. The deposit will be applied to the total charge.

Reports that involve an arrest are forwarded to the Office of the State's Attorney and are not released by this agency. To obtain a report that involved an arrest, you must submit a subpoena from the court and the below fees apply.

### **REQUESTS FOR FINGERPRINTING**

Fingerprinting is by appointment only.

You must provide applicant fingerprint cards for the agency or business.

If prints are rejected, we will reprint for free.

### **RECORD CHECKS**

As per Maryland Regulations, CRCR in Pikesville distributes record checks for this agency. We can not conduct record checks for Non-criminal Justice Agencies, businesses, or individuals.

### **NOTICE**

All requests for reports, documents, and tapes are governed by the Privacy Act. All requests will be reviewed in accordance with the Public Information Act of Maryland prior to their release.

All Court Orders and Subpoenas must be made to the attention of the Custodian of Records. Please allow ample time for research.

### **FEES**

	ACCIDENT REPORT	
\$5.00		
	POLICE REPORT (initial first page report)	\$5.00
	(supplement pages)	\$1.00 each
	RESEARCH (\$10.00 deposit required)	\$15.00 per
hour	(first 2 hours free)	
	PHOTOGRAPHS (standard size)	\$2.00
each	(8" X 10")	\$8.00 each
	FINGERPRINTS	\$5.00 per
card		
	CHILD PRINTS	FREE