

McComb Police Department

REQUEST FOR POLICE REPORT FORM

Instructions

If you are requesting a copy of a complaint or crash report, please Complete and Take this form along with the payment for the \$5.00 fee and go to 210 East Main Street – The Village Municipal Building.

You will be given a receipt for payment and the request will be passed on to the Police Department. **When the report is finished. The officer will call you to make arraignments to get the copy of the report.**

NAME of Requester: _____ DATE of Request: _____
Requestor's ADDRESS: _____ DATE of Incident: _____
_____ Type of Report Crash / Complaint
PHONE #: _____ H Parties Involved: _____
PHONE #: _____ W _____
PHONE #: _____ C Location of Incident: _____
Number of Copies Requested: _____

****IF YOU WOULD LIKE THE REPORT FAXED—PLEASE LIST THE FAX NUMBER _____

Signed: _____ Receipt Number: _____
(Requestor)

Signed: _____ Date Report Given Out: _____
(Village Employee)

As of June 2005, **ALL** copies of any police report will be \$5.00. This must be **PAID IN FULL** before the report will be pulled and copied. As soon as that has been done, an Officer will call you and set up a time and place to pick up the paperwork

Sorry if this has caused any inconvenience, thank you for your cooperation in this matter.