



## POCOMOKE CITY POLICE DEPARTMENT

1500 MARKET STREET POCOMOKE, MD 21851 410-957-1600

### POLICE REPORT REQUEST

Complete the questions below. If you do not know your case number (CC#), you must answer every question so the report can be properly researched.

An administrative fee of \$10.00 for the first page and \$2.50 each additional page must be submitted with this completed form to the Records Section. Request for photos and videos will be provided on a CD/DVD format; with a pre-payable fee of \$20.00 for each photo CD; and \$40.00 for each video DVD.

You will not always be given the report immediately. If the report is not ready you will be given a receipt for payment and the report will be mailed to you or you may pick it up at a later date.

If the incident did not require an investigative report to be filed by the officer, you will be mailed a copy of the call summary report, showing that the police did respond. You will not be reimbursed any monies if a written report was not necessary.

**« Reports involving JUVENILES (<18) charged with an offense cannot be released without a court order, even to parents. Reports involving juvenile victims can be released to parents with other juvenile names omitted.**

Police incident reports are only released to “parties in interest” which includes yourself (you must be named in the report), your attorney, your insurance company, your legally appointed representative or subpoena. Your request may be denied if the incident is under investigation and it is determined that releasing information may hamper said investigation. Property owners will not be given reports concerning renters unless the owner(s) are specifically named in the report; owners will receive a copy of the call for service only.

**CASE NUMBER (CC NUMBER); if known:** \_\_\_\_\_

If CC number is unknown, please answer the following:

Date of incident –	Type of incident(accident; theft; assault; damaged property; etc) -
Location of incident (Be specific, not just Market Street or Pocomoke)	Name(s) of involved Parties -
Investigating Officer (If known)-	Other information -

**Please provide the following contact information (REQUIRED)**

Name:	<input type="radio"/> Report Paid
Address:	
City, State, Zip	
Daytime Phone:	