



Hagerstown City Police Department
 50 North Burhans Blvd.
 Hagerstown, MD 21740
 Phone (301) 790-3700 Records Fax (301) 393-4951

PUBLIC RECORDS REQUEST FOR ACCIDENT / INCIDENT

Type of Report: Accident Accident with Injury Assault Auto Theft
 Bicycle Theft Burglary Recovery Theft Other _____

REQUESTOR'S NAME AND ADDRESS (Please Print)

Requestor's Name: _____ Phone Number: _____

Address (Number, Street) _____ Date of Request: _____

City _____ State _____ Zip _____

Event#/Report# _____ IF NO REPORT NUMBER, ***PLEASE COMPLETE NEXT SECTION:***

ACCIDENT / INCIDENT INFORMATION (Must Complete This Section-If Report# Unknown)

Date of Call: _____ Time of Incident: _____ Name of Person(s) Involved : _____

Location of Call: _____ Relationship To Person Involved: _____

PLEASE INDICATE ONE OF THE FOLLOWING (CHECK ONE)

- Mail Record to above address Fax to: _____ Attn: _____
 Email: _____ Will Pick-up / please call when ready at phone # above

REPORT REQUEST INFORMATION

Enclose **\$5.00 check or money order made payable to The City of Hagerstown(CASH NOT ACCEPTED)** for up to the first four pages. The cost per additional page is 25 cents.

ACCIDENT REPORTS ONLY

- I was an involved party in the accident (Accident reports only-NO CHARGE if the report is picked up at HPD or emailed after request is received). Mailing fees apply.**

Your request will be completed when the Records Division receives your report request through the chain of command, please allow time for this process. Thank you.

Payment taken by Employee Name: _____ Employee # _____
 Method of Payment: _____ Date: _____

Check/Money Order # _____ (Payable to: City of Hagerstown)
 Credit Card Transaction # _____

Attach payment then send to Hagerstown Police Department, Attn:Records, 50 N Burhans Blvd, Hagerstown, MD 21740