



# REQUEST FOR COPY OF POLICE REPORT

**FOR OFFICE USE ONLY:**

CASE NO: \_\_\_\_\_

STATUS: \_\_\_\_\_

• DATE OF INCIDENT: \_\_\_\_\_

• DESCRIPTION OF INCIDENT: \_\_\_\_\_

• NAME OF INDIVIDUAL(S) INVOLVED: \_\_\_\_\_

• REASON FOR REQUEST :       Insurance       Personal       Other

## INFORMATION TO REQUESTOR

- I understand the charge for police reports is \$1.00 per page, and that payment is due when I pick-up the report. I also understand that the Police Department does not keep change for payment.
- I understand that the report will be held **no longer than 30/days** after approval, and that the Police Department will not contact me when the request has been completed. I can contact the Police Department at the below number to check the status of my report request.
- I understand that all police reports must be approved for release by the City Attorney's Office, which can take three to five business days for processing, and that the Police Department does not control the length of approval time.

\_\_\_\_\_  
**Printed Name of Requestor**

\_\_\_\_\_  
**Date Requested**

\_\_\_\_\_  
**Mailing Address:**

\_\_\_\_\_  
**Contact #**

\_\_\_\_\_  
**Facsimile #**

**FOR OFFICE USE ONLY:**      # OF PAGES: \_\_\_\_\_      REPORT COST: \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_      CD COST:      \$ \_\_\_\_\_

(Receipt is given to customer, original is filed with case, copy and \$ to AA. Post to A/C: 101-411.005)

**KETCHIKAN POLICE DEPARTMENT**  
361 MAIN STREET ♦ KETCHIKAN, AK ♦ 99901  
PH (907) 225-6631 ♦ FAX (907) 247-6631