

McComb Police Department

REQUEST FOR POLICE REPORT FORM

Instructions

If you are requesting a copy of a complaint or crash report, please go to 210 East Main Street – The Village Municipal Building.

Complete and take this form along with the payment for the \$5.00 fee.

When the report is finished. The officer will copy it and take it to The Village Municipal Building – at that time the secretary will call you to pick it up.

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 or Secretary will call you to pick up the paperwork at 210 East Main Street Monday through Friday. Sorry if this has caused any inconvenience, thank you for your cooperation in this matter.