



**HOWARD COUNTY DEPARTMENT OF POLICE
RECORDS SECTION
3410 COURT HOUSE DRIVE
ELLCOTT CITY, MARYLAND 21043
410-313-2250**

**REPORT REQUEST
PLEASE PRINT**

To receive a copy of a police report, please fill out the following information and mail your request along with payment to the above address. You may also hand this request to the Duty Officer. There is a \$5.00 reproduction charge for each report requested. Payment must be in the form of a check or money order (cash will not be accepted) made payable to HOWARD COUNTY DIRECTOR OF FINANCE. Please include as much information as possible. In the event there is a question concerning your request, please include a work and home phone number. Also indicate the address you wish the report to be mailed to. REPORTS CANNOT BE PICKED UP WHILE YOU WAIT NOR CAN THEY BE FAXED. Once the Records Section receives your request and payment, the report will be mailed within 30 days.

If you have any questions about this procedure, please contact the Records Section at 410-313-2250.

REPORT NUMBER _____ INVESTIGATING OFFICER _____

TYPE OF INCIDENT _____ DATE/TIME REPORTED _____

LOCATION OF INCIDENT _____

PERSON REQUESTING REPORT _____

REQUESTING PERSON'S INVOLVEMENT _____

REQUESTING PERSON'S ADDRESS _____

PHONE NUMBERS _____

HOME

WORK

ADDRESS YOU WISH REPORT MAILED _____

**PLEASE ENCLOSE CHECK OR MONEY ORDER (NO CASH ACCEPTED) IN THE AMOUNT OF \$5.00
MADE PAYABLE TO: HOWARD COUNTY DIRECTOR OF FINANCE**

PROCESSED BY ADMINISTRATIVE SUPPORT TECH _____

DATE PROCESSED _____