



MOUNT AIRY POLICE DEPARTMENT
205 Center Street, Suite 203
Mount Airy, Maryland 21771

REPORT REQUEST

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. Requests may also be delivered in person. The Records Division is generally open Monday through Friday from 9:00 a.m. to 5:00 p.m. except on observed holidays. There is a \$10.00 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 MOUNT AIRY POLICE DEPARTMENT. Please include as much information as possible. In the event there is a question concerning your request, please include a work, and/or home phone number, and e-mail address. 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 301-703-1375.

REPORT NUMBER _____ INVESTIGATING OFFICER _____

TYPE OF INCIDENT _____ DATE/TIME REPORTED _____

LOCATION OF INCIDENT _____

PERSON REQUESTING REPORT _____

REQUESTING PERSON'S INVOLVEMENT _____

(Examples: Driver, Passenger, Executor/Administrator of Estate, Victim, Other Persons Involved in Incident, Insurance Company, Attorney, etc.)

CLIENT NAME FOR ATTORNEY OR INSURANCE COMPANY _____

REQUESTING PERSON'S ADDRESS _____

PHONE NUMBERS _____
HOME WORK

EMAIL _____

MAILING ADDRESS YOU WISH REPORT MAILED _____

Mail your requests with a non-refundable search fee of \$10.00 to:
Mount Airy Police Department
Attention: Police Service Administrator
205 Center Street, Suite 203
Mount Airy, Md. 21771

Accident Reports are only available online at **CRASHDOCS.ORG**. For any accident report occurring prior to the utilization of crashdocs, you may make your request using this form. For assistance, call (301) 703-1375, 9 AM – 5 PM, Monday through Friday. Please allow at least 5-7 business days from the accident date for reports to be available online.

PROCESSED BY: _____

DATE PROCESSED: _____