

Berlin Police Department

10 William Street, Berlin, Maryland 21811

Police Report Request

Due to the private and confidential nature of police reports and their content, the following process shall apply when requesting a copy of a report. A request for a report shall be made in writing and presented to the Berlin Police Department. Only a person with a vested interest can complete this request. Individuals with vested interest are different from one reported incident to another, however victims (victims' lawyer, insurance company or parents if minors) generally can obtain a report and some witnesses or complainants. A copy of the report may be furnished to the requester provided that the investigation is not considered open and the report has been completed and approved.

The report does not contain certain sensitive information such as reports containing Juvenile accused information, reports containing information about certain sex offenses, reports containing confidential sources, reports which may reveal covert or specialized police techniques. However reports or parts of reports may be denied to requestors for the above or many other reasons. The Berlin Police Department shall advise each requestor denied of the reason for the denial. Request for reports by a suspect of a criminal incident must go through the Worcester County States Attorney's Office.

Case#: _____ Investigating Officer: _____

Date & Time occurred: _____ Date & Time Reported: _____

Complaint/Victim Name: _____

Location of Incident (be specific): _____

Reporting Person Name: _____

Insurance claim # (if applicable): _____

Incident Type: *(check one only)* ___ Criminal ___ Motor Vehicle Collision ___ Other: _____

REPORTS \$10.00 **PICTURES \$2.00** (per page, up to four pictures per page, if applicable)

ADVANCED COLLISION REPORTS \$10.00 (if applicable)

Not all reports or Collisions have pictures or A.C. Reports (call for availability, 410-641-1333)

Victims of Domestic Violence cases will not be charged for complaint reports

*Checks or Money Orders only made payable to: Berlin Police Department *

Please Mail To:

Name

Phone Number

House/ Box Number

Street

City

State

Zip