

EXETER BORO POLICE DEPARTMENT

INFORMATION REQUEST

PROCEDURE FOR REQUESTING INFORMATION

- 1. All requests for information and/or reports will be submitted on a written request form which in turn will be submitted to the Chief of Police.**
- 2. All requests must be accompanied by a check for \$15.00 (no cash) payable to Exeter Boro.**
- 3. Request will be processed within 5 days. You will be notified by phone when to pick it up.**
- 4. If your request is denied the report fee will be returned.**

EXETER BOROUGH POLICE DEPARTMENT
APPLICATION TO OBTAIN COPY OF POLICE REPORT

Type or print all information. Forms which are not legible or properly completed will be returned unprocessed to requestor:

Type of Report Requested: Accident Crime (incident)

Date of Request: _____ Time of Accident / Incident: _____

Date of Accident: _____ Location of Accident / Incident: _____

Authorized signature required. Persons authorized by the vehicle code Section 3751(b), include any person involved in this accident, their attorney or insurer, the Federal Government, branches of the military service, Commonwealth agencies, Officials of political subdivision, and agencies of other states, nations and their political subdivisions.

LIST ALL PERSONS INVOLVED IN ACCIDENT / INCIDENT (drivers, pedestrians, etc.)

Reason for request: (check appropriate block)

- Involved in accident (driver, occupant, pedestrian or property owner)
 Attorney or insurer for person involved in accident
 Government agency or official

Report Requested by: _____ (Print Name) _____ (Signature)

Address: _____ State: _____ Zip: _____

Phone number: (____) _____ Fax number: _____

Incident number (if available): _____

- Will pick up Mail Fax

Check list: Did you enter the/your full name, complete mailing address with zip code, and phone number including area code? Did you included a check in the amount of \$15.00 payable to the Exeter Borough?
(Do not send cash)

Mail or deliver completed application and payment to: Exeter Borough Police Dept,
1101 Wyoming Ave, Exeter, PA 18643.

DO NOT SUBMIT THIS REQUEST UNTIL 15 DAYS HAVE ELAPSED SINCE THE DATE OF ACCIDENT/INCIDENT TO ENSURE THE REPORT HAS BEEN COMPLETED AND PROCESSED. YOU MUST SUBMIT THIS APPLICATION AND PAYMENT TO OBTAIN A REPORT. NOTE: OFFICE PERSONELL HAVE NO ACCES TO POLICE RECORDS AND CANNOT PROVIDE REPORTS AT THE TIME THE APPLICATION IS FILED.