



**OCEAN CITY POLICE DEPARTMENT**  
**P.O. Box 759 ❖ Ocean City, Maryland 21842 ❖ 410-723-6608**



**POLICE REPORT REQUEST**

Complete the questions below. If you do not know your case number (CC#), you must answer every question so the report can be properly researched.

An administrative fee of \$10.00 must be submitted with this completed request to the Records Section. If the report is more than five (5) pages, the request will be subject to an additional \$1.00 per additional page. Requests for photos and videos will be provided on a CD/DVD format; with a pre-payable fee of \$50.00 for each photo CD; and \$75.00 for each video DVD, including in-car camera video, if applicable.

Certified copies of police reports are billed at \$2.00 per signature/stamp; per page if each page is stamped.

**You will not be given the report immediately. You will be given a receipt for payment and the report will be researched and mailed to you.**

If the incident did not require an investigative report to be filed by the officer, you will be mailed a copy of the "Call for Service" showing that the police did respond. You will not be reimbursed any monies if a written report was not necessary.

**☞ Reports involving JUVENILES (<18) charged with an offense cannot be released without a court order, even to parents. Reports involving juvenile victims can be released to parents.**

*Police incident reports are only released to 'parties in interest,' which includes yourself (you must be named in the report), your attorney, your insurance company, your legally appointed representative, subpoena. Your request may be denied if the incident is under investigation and it is determined that releasing information may hamper said investigation. Property owners will not be given reports concerning renters unless the owner(s) are specifically named in the report; owners will receive a copy of the call for service only.*

**CASE NUMBER (CC Number); if known:** \_\_\_\_\_

**If CC number is unknown, please answer the following:**

<b>Date of Incident-</b>	<b>Type of Incident (accident; theft; assault; damaged property; etc)-</b>
<b>Location of Incident (Be specific, not just Coastal Hwy. or Ocean City)-</b>	<b>Name(s) of Involved Parties-</b>
<b>Investigating Officer (if known)-</b>	<b>Other information-</b>

**Photos/Video requested** (if available, not all incidents have photos) \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**  
 \$50.00 fee is due prior to mailing photo CDs: Paid \_\_\_\_\_ Invoice Mailed \_\_\_\_\_  
 \$75.00 fee is due prior to mailing video CDs: Paid \_\_\_\_\_ Invoice Mailed \_\_\_\_\_

**Please provide the following contact information (REQUIRED):**

<b>Name</b>	<b>BAIL BOND AGENT</b> <input type="checkbox"/> Check if applicable
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Daytime Phone</b>	