REQUEST FOR COPY OF A REPORT/DOCUMENTS

Date____________________

REPORT DISTRIBUTION HOURS: MONDAY – FRIDAY 7:00 A.M. – 3:00 P.M.
(CLOSED ON HOLIDAYS)

TYPE OF REPORT: ACCIDENT _______ POLICE INCIDENT REPORT ________________

Victim: YES _______ NO _______

To request a copy of a report please provide as much of the following information as possible:

Date of Incident: ___________________________ Case #: ___________________________

Location of Incident: __________________________________________________________________

PRINTED NAME: ___________________________ Phone: ___________________________

ADDRESS: __________________________________________________________________________

SIGNATURE: _______________________________________________________________________

CHECK _______ MONEY ORDER _______ NO CASH ACCEPTED

Checks made payable to “Cecil County” - Domestic Violence Reports (No Charge to victim)

REPORT FEES:
Report with 01 to 05 pages - $5.00 per report.
Report with more than 5 pages will be $1.00 per page

• DVD’s or CD’s: $25.00 per disk
• Photos: Color Photos copied as part of the report - $3.00 per page.

Calls for service will be charged per page, according to the fee list above, not per incident.
There is no charge to the victim of Domestic Violence for reports, photos, and/or DVD’s/CD’s.

MOTOR VEHICLE COLLISION REPORTS - $5.00, includes the ACRS Report, and witness statements.
There will be additional fees for copies of photos and DVD’s/CD’s.

DETAIL CRASH INVESTIGATION REPORTS, (DCIR’s) will be $1.00 per page, which will include
the Investigative Report, Diagram(s), Statement(s) and other related reports, i.e. search warrants, etc.
There will be an additional fee for copies of photos and DVD’s/CD’s.

In the event an authorized person is granted inspection and/or reproduction access of records there will be
an additional charge of $19.00 per hour as a staff member must supervise the review of the records to
safeguard the integrity of the original documents. The first two hours of our research time are free.
Additional research time, detailed analysis, redaction processes, and/or reproduction fees will be quoted
dependent on the specific employee’s pay rate.

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Administrative Use Only Check /Money Order #___________ Amount _________
Fulfilled by: ______________________ Date: _______ By: Mail _____ In-Person _______
CCSO Form SO # 222 (1/2018)