

## **Report Requests**

The UMBC Police Department provides copies of reports to anyone who is an "interested party" in a particular case. This generally means that if your name appears in the report, you or your attorney or insurance agent may obtain a copy of it. It is important to note that the police department may deny access to police reports or certain portions of it, for several valid reasons. The most common reason for denied access is that a case is still in an ongoing investigation status.

To expedite the process of locating your report, you should know the date, time, and location of the incident. You should also know the name of the officer that handled the report, and either the Case number or the Incident number. Since our reports are tracked by computer, these Case and Incident numbers are very important. You may not need all of the above information, however, the more you have, the faster your request can be processed.

Provided that you have the necessary information, your request can be processed here at the UMBC Police Department building, or through the mail. Copies of police reports cost \$10.00.

The Police Communications Operator will have you fill out a request form and collect your payment. If the report has been completed, approved, filed and the Records Officer available, copies can be picked up at the police station. You should call the Records Officer about the status of a police report before coming to the police station for a copy. Most police report copies will usually be available within 3 to 5 working days after the incident occurs.

**Please Note: We accept cash as long as it's the exact amount and checks or money orders made payable to "UMBC".**

Fee: \$10.00 per copy of report