

TOLEDO POLICE DEPARTMENT REPORT REQUEST FORM

INFORMATION OF PERSON, AGENCY, OR COMPANY REQUESTING A REPORT

NAME: _____ PHONE NUMBER: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

OFFENSE OR ACCIDENT INFORMATION (INCLUDE ALL KNOWN INFORMATION)

REPORT NUMBER: (IF KNOWN) _____ DATE OF OCCURRENCE: _____

TYPE OF REPORT FILED/REQUESTING: (CRIME, TRAFFIC ACCIDENT OR OTHER) _____

LOCATION OF OCCURRENCE: (STREET ADDRESS OR INTERSECTION) _____

PERSONS INVOLVED: NAME OF VICTIM OR DRIVER: _____ DOB: _____

NAME OF SUSPECT OR OTHER DRIVER: _____ DOB: _____

NAME OF PERSON REPORTING OFFENSE: _____

VEHICLE INFORMATION: LICENSE PLATE NUMBER/STATE: _____

VEHICLE MAKE AND MODEL: _____

VEHICLE ID NUMBER (VIN): _____

RECORDS USE ONLY

TPD FORM 38.4 (REV. 08/04)

INSTRUCTIONS FOR OBTAINING A COPY OF A REPORT:

1. COMPLETE THIS FORM
2. ENCLOSE A **\$3.00 FEE** FOR EACH REPORT REQUESTED (CHECK OR MONEY ORDER)
Make check payable to **City of Toledo Police Department**
3. MAIL COMPLETED FORM, FEE, AND A SASE (SELF-ADDRESSED STAMPED ENVELOPE)
TO:
**TOLEDO POLICE DEPARTMENT
RECORDS BUREAU – REPORTS DESK
525 N. ERIE STREET
TOLEDO, OH 43624**
4. **DO NOT SEND CASH THROUGH THE MAIL.** CASH PAYMENT FOR REPORTS CAN BE MADE
IN PERSON AT THE RECORDS BUREAU DURING PUBLIC HOURS.

**TRAFFIC ACCIDENT REPORTS ARE AVAILABLE FREE OF CHARGE FROM THE
TOLEDO POLICE DEPARTMENT'S WEB SITE. WWW.TOLEDOPOLICE.COM**