

Wyomissing Police Department
Request for Copy of Police Accident Report

Name of Requestor:

Mailing Address of Requestor:

Fax Number (required):

Location:

Date:

Time:

Incident #:

Name of Subjects Involved (if other than requestor):

Reason for Request:

- Insurance Report/Request Government Agency (fee exempt)
- Other (please specify):

Please read:

Copies of *reportable* accidents are prepared on a PA State Police AA-500 form. Officer will prepare this report within 14 working days after the accident investigation is completed. This may be longer depending on the severity of the accident.

Copies of *non-reportable* accidents, which are prepared on a Wyomissing PD form, are considered an information exchange only. These are usually available with 24 hours of the accident, and will usually only provide the information about the drivers and vehicles involved.

Copies of any accident report are \$15.00 and must be paid before the request is processed. Report requests are processed electronically. Please include a fax number that the report may be sent to. Electronically processed reports will NOT include the request form, but will include the "claim number", if provided, on the coversheet. Mailed copies take longer to process. The Police Department makes every attempt to process accident report requests within a few days of the request being received; however there may be unforeseen delays. Mail your request, along with payment, and we will process the request as soon as possible.

It is not necessary to call the police department to determine whether a report is available or that it was sent out unless it has been 30 days since your request was mailed.

Signature of Requestor:

Date: