



# Fargo Police Department



## Records Division

### Request for Police Report

<i>Date of Incident:</i>		<i>Time of Incident:</i>	<i>Case Number:</i>
<i>Location of Incident:</i>			
<i>Officer's Name and/or Badge Number:</i>			
<i>Name of Party(s) Involved:</i>			
<i>Requester's Name:</i>		<i>Requester's Phone No.</i>	<i>Requester's Email Address:</i>
<i>Requester's Address (Street, City, State, Zip Code)</i>			
<i>Accident Report</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Criminal Report</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Other Report</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

Fees for copies of a police report are as follows:

*Accident:*

\$7 for a full report (requester must be party to the accident- i.e. individual involved or insurance agency)

\$5 for the back page of report (requester must be party to the accident)

\$2 for the front page of the report (If requester is not a party to the accident some information is redacted.)

*Criminal or Other Reports:*

\$0.25 per page—If the report takes more than one hour to produce, an additional fee of \$25 per hour will be assessed to the requester.

*I affirm that the officer's narrative on an accident report is material to determination of liability. Copies of accident reports shall not be admissible as evidence in any action for damages or criminal proceedings.*

\_\_\_\_\_  
*Signature of Requester*

\_\_\_\_\_  
*Date*

Please submit requests via mail, fax or in person. Our lobby is open Monday through Friday from 8 a.m. to 4:30 p.m.

*Mail or In Person*  
222 North 4<sup>th</sup> Street  
Fargo, ND 58102

*Fax*  
(701) 241-8272

*\*You will be contacted at one of the Requester's contacts and advised what the report will cost. Please note payment must be received before reports are released. If you have any questions feel free to contact the Records Office at (701) 241-1437*