



Charles County Sheriff's Office

6855 CRAIN HIGHWAY
BOX 189 - LA PLATA, MD 20646-0189

MULTIPLE REQUEST FORM

1. Fill out form for each request **(Please Print Clearly)**.
2. Record name and mailing address of requestor.
3. Attach cashiers check or money order for each request. **(NO CASH ACCEPTED)**.
4. Mail or submit requests at any District Station or at Headquarters Building.
5. Please allow 10 working days for processing your requests. Allow 30 days for special requests.

(If you are requesting an ACCIDENT REPORT fill in this section)

DRIVER: _____ **OWNER:** _____
Last Name First Middle Last Name First Middle

LOCATION OF OCCURRENCE: _____

DATE / TIME REPORTED TO POLICE: _____ **AM or PM**

OFFICER'S NAME: _____ **I.D.#:** _____ **CASE NUMBER:** _____

(If you are requesting a CRIMINAL REPORT fill in this section)

INCIDENT TYPE: Burglary Theft Destruction of Property Stolen Auto Other(Specify):

VICTIM: _____
Last Name First Middle

LOCATION OF OCCURRENCE: _____

DATE / TIME REPORTED TO POLICE: _____ **AM or PM**

OFFICER'S NAME: _____ **I.D. #:** _____ **CASE NUMBER:** _____

REQUESTOR: (Name) _____
(Organization if Applicable) _____
(Mailing Address) _____

(Telephone number) _____

Request Report E-mailed ☐ Email Address: _____

FEES: OFFENSE/INCIDENTS/ACCIDENT REPORTS \$8.00 FOR THE 1ST 10 PAGES .50 A PAGE AFTER 10
PHOTOS ON A CD \$15.00
RESEARCH \$30.00 an hour starting with the 2nd hour
VIDEO OR AUDIO RECORDING \$65.00 per DVD

Make cashiers checks / money orders payable to: Charles County Sheriff
MAIL TO: CHARLES COUNTY SHERIFF
ATTN: Records Section
P.O. BOX 189
La Plata, MD 20646

ADMINISTRATIVE USE ONLY

Date Processed and Mailed: _____

Processing Clerk: _____

Local: (301) 609-6400

EQUAL OPPORTUNITY COUNTY