

Troy D. Berry
SHERIFF



Charles County Sheriff's Office

6915 CRAIN HIGHWAY
P.O. Box 189 - LA PLATA, MD 20646-0189

MULTIPLE REQUEST FORM

PLEASE PRINT CLEARLY

DATE OF REQUEST: _____

NAME OF REQUESTOR: _____ PHONE #: _____

ORGANIZATION (IF APPLICABLE): _____

HOW DO YOU WANT TO RECEIVE RESPONSE(check one) EMAIL U.S. MAIL PICK UP AT HEADQUARTERS

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ EMAIL ADDRESS: _____

CASE NUMBER: _____ OFFICERS NAME: _____ I.D.#: _____

LOCATION OF INCIDENT: _____

DATE AND TIME OF OCCURRENCE: _____ AM or PM

ANY ADDITIONAL DETAILS THAT MAY AID IN PROCESSING YOUR REQUEST:

REASON FOR REQUEST(Optional): _____

TYPE OF REPORT REQUESTED AND/OR ITEMS REQUESTING (PLEASE CHECK):

<input type="checkbox"/>	VEHICLE ACCIDENT REPORT	DRIVERS NAME:	\$8.00 per report
<input type="checkbox"/>	POLICE REPORT	TYPE OF INCIDENT:	\$8.00 per report
<input type="checkbox"/>	PHOTOS ON CD		\$15.00 per CD
<input type="checkbox"/>	VIDEO RECORDING	TYPE OF RECORDING:	\$65.00 per DVD
<input type="checkbox"/>	AUDIO RECORDING	TYPE OF AUDIO:	\$65.00 per DVD

Reports are \$8.00 for the first 10 pages .50 cents a page after 10.

A RESEARCH FEE WILL BE CHARGED HOURLY STARTING WITH THE 2ND HOUR.

ALL PAYMENTS MUST BE CASHIER'S CHECK OR MONEY ORDER FOR EACH REQUEST. NO CASH, NO PERSONAL CHECKS, AND

NO CREDIT CARDS. Make cashier's checks / money orders payable to : Charles County Sheriff's Office
MAIL OR SUBMIT REQUESTS AT ANY DISTRICT STATION OR AT HEADQUARTERS BUILDING.

MAIL TO: Charles County Sheriff's Office
ATTN: Records Section
P.O. Box 189
La Plata, MD 20646

ALLOW 10 WORKING DAYS FOR PROCESSING YOUR REQUESTS. ALLOW 30 DAYS FOR SPECIAL REQUESTS

ADMINISTRATIVE USE ONLY

Amount Paid _____

Date Processed and Mailed: _____ Items Released: _____

Processing Clerk: _____ Request Granted: Yes No Reason Denied _____

Local: (301) 609-6400

EQUAL OPPORTUNITY COUNTY