

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 3<sup>rd</sup> 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 \_\_\_\_\_

Mailed    Emailed    Picked Up    Date: \_\_\_\_\_ Items Released: \_\_\_\_\_

Processing Clerk: \_\_\_\_\_ Request Granted    Yes    No    Reason Denied: \_\_\_\_\_

Local: (301) 609-6400

EQUAL OPPORTUNITY COUNTY