



Charles County Sheriff's Office

Charles County, Maryland

6915 CRAIN HIGHWAY
LA PLATA, MD 20646
301-609-6400



An Internationally Accredited Agency

Public Records Request Form

****REPORTS ARE \$8.00 FOR THE FIRST 10 PAGES .50 CENTS PER PAGE AFTER 10.**

- DEATH REPORTS, DOMESTIC VIOLENCE REPORT VICTIMS, AND FATAL CRASH REPORTS THE \$8.00 FEE IS WAIVED.
- A RESEARCH FEE WILL BE CHARGED A MINIMUM OF \$25.00 HOURLY STARTING WITH THE 3RD HOUR
- ALLOW 10 BUSINESS DAYS FOR PROCESSING YOUR REQUESTS. ALLOW 30 DAYS FOR SPECIAL REQUESTS
- \$8.00 PROCESSING FEE IN THE FORM OF A MONEY ORDER OR CASHIER'S CHECK MADE PAYABLE TO THE CHARLES COUNTY SHERIFF'S OFFICE. CASH AND PERSONAL CHECK ARE NOT ACCEPTED.
- MAIL OR SUBMIT REQUESTS TO ANY DISTRICT STATION OR HEADQUARTERS BUILDING

CHARLES COUNTY SHERIFF'S OFFICE

ATTN: RECORDS
P.O BOX 189
LA PLATA, MD 20646

PLEASE PRINT CLEARLY

DATE: _____

MUST PROVIDE AT LEAST ONE FORM ON CONTACT INFORMATION

NAME OF REQUESTER: _____ PHONE #: _____ EMAIL: _____

ORGANIZATION (IF APPLICABLE): _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TYPE OF REPORT REQUESTED

		CHECK ONE	U.S. MAIL	EMAIL	PICK UP
POLICE REPORT	TYPE OF REPORT:	\$8.00 **			
MOTOR VEHICLE CRASH REPORT	FATAL: YES NO	\$8.00 **			
PHOTOS ON CD		\$15.00 per CD			
VIDEO RECORDING	TYPE OF RECORDING:	\$65.00 per DVD			
AUDIO RECORDING	TYPE OF AUDIO:	\$65.00 per DVD			

POLICE REPORT/EVENT NUMBER: _____ OFFICER'S NAME: _____ I.D.# _____

LOCATION OF INCIDENT/CRASH: _____ DATE & TIME: _____

ANY ADDITIONAL DETAILS THAT MAY AID IN PROCESSING YOUR REQUEST: _____

REASON FOR REQUEST (optional): _____

ADMINISTRATIVE USE ONLY
REQUEST GRANTED YES NO AMOUNT PAID: _____ CC MO BC

MAILED EMAILED PICKED UP PROCESSING CLERK: _____

NOTES: _____

Bryans Road District Station
301-743-2222

La Plata District Station
301-932-2222 (Metro) 301-870-3232

Waldorf District Station
301-932-7777 (Metro) 301-870-6060