

CITY OF GLEN DALE POLICE DEPARTMENT  
402 WHEELING AVE  
GLEN DALE, WV 26038

CRIMINAL AND CRASH REPORT REQUEST FORM  
(PURSUANT TO THE WEST VIRGINIA FREEDOM OF INFORMATION ACT 29B-1)

REQUESTOR INFORMATION:

NAME: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**ALL INFORMATION REQUESTED BELOW MUST BE PROVIDED FOR REQUEST TO BE PROCESSED**

\_\_\_\_\_ CRIMINAL REPORT          \_\_\_\_\_ VEHICLE CRASH REPORT

DATE OF OCCURANCE: \_\_\_\_/\_\_\_\_/\_\_\_\_

LOCATION OF INCIDENT/CRASH: \_\_\_\_\_

VICTIM/DRIVER/OWNER: \_\_\_\_\_

TYPE OF CRIME: \_\_\_\_\_

**FEE SCHEDULE**

CRIME/CRASH REPORT.....\$20.00 X \_\_\_\_\_

PICTURES....(UP TO 15).....\$5.00 X \_\_\_\_\_ (MORE THAN 15, ADDITIONAL \$5) \_\_\_\_\_

**VIDEO/AUDIO RECORDINGS:**

-REQUESTOR SUPPLIES USB FLASH DRIVE    \$25.00 \_\_\_\_\_

-OUR AGENCY SUPPLIES USB FLASH DRIVE    \$50.00 \_\_\_\_\_

These fees are for reports 50 pages or less in length. An additional copy fee of \$1.00 per sheet will apply after 50 pages.

**TOTAL SUBMITTED: \$ \_\_\_\_\_ DO NOT SEND CASH**

**MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF GLEN DALE POLICE DEPARTMENT**

Fees are considered search fees and are **non-refundable.**

**MAIL THIS FORM, PAYMENT, AND SELF-ADDRESSED ENVELOPE TO THE FOLLOWING ADDRESS:**

**CITY OF GLEN DALE POLICE DEPARTMENT**

**CRIME/CRASH REPORTING**

**402 WHEELING AVE**

**GLEN DALE, WV 26038**

**INFORMATION: 304-845-5511**

**FAX: 304-845-3475**

Your request could not be processed due to the following:

No fee/Incorrect fee enclosed (See fee schedule)

Check or Money Order is incomplete. Please correct and resubmit.

No report could be found based upon information provided.

Incident investigated by another agency. Report must be requested from that agency.

No photos available.

Office use only

Report # \_\_\_\_\_ Check # \_\_\_\_\_ GDPDCCRR1

REVISED August 10, 2017