



POLICE DEPARTMENT
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7100 · Fax 302.366.7115 · www.newarkde.gov



Request for Police Report

A fee of \$20.00 is charged for each single report copy. Log listings, statistical requests, or reports requiring extensive search may cost more. Fees must be paid in advance. Please provide identification.

Requestor Information (must be legible):

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Date of Birth: _____

Email Address: _____

Relationship to report: Victim Suspect/Defendant Landlord

Other (Describe): _____

Reason for report request: _____

Report Information (must be legible):

Report Number (if known): 31- _____

Names and DOBs of involved parties: _____

Nature: Accident D.U.I. Traffic Criminal Other: _____

Date(s): _____ Time(s): _____

(Note: Cost of the report may increase if only the approximate date/time is available)

Location of Incident: _____

Inactive or stored reports may not be immediately available. They will be retrieved as soon as possible and mailed to the address listed above. If this is not acceptable, please list the date and time that you will be available to pick up the requested materials: _____

Signature: _____ Date: _____