



Town of Capitol Heights

-----"Gateway to the Nation's Capitol"-----

POLICE DEPARTMENT

401 Capitol Heights Boulevard – Capitol Heights, MD 20743 – (301) 420-2444

Accident Report Request Form

Date Submitted:



Person or Company
Making Request: _____

Case Number: _____

Accident Date and
Time: _____

Officer's Name: _____

Involved Parties: _____

Reason for requesting report:



Requestor's Phone: _____

Mobile: _____

E-mail Address: _____

Mailing Address
(street, city, state,
zip): _____

Signature

Date

To obtain a copy of an accident report, you will need: (1) a completed report request form, (2) a \$5.00 money order payable to the "Town of Capitol Heights Police Department" for each copy requested, (3) the date the report was taken and the report number, and (4) valid government-issued identification. Cash, personal checks, and debit/credit cards are not accepted at this time. College or school ID cards do not qualify as government-issued identification. Please allow seven (7) days from the request date for the report to be processed. If you have questions, please do not hesitate to contact our Administrative Offices at (301) 420-2444.

The Capitol Heights Police Department can only release copies of accident reports that were written by our officers. If an officer from a different agency prepared an accident report for you, you must contact that agency if you wish to obtain a copy.