



OFFICE USE ONLY
Report # _____
Check # _____

____ Crash Report
 ____ Criminal Report

WEST VIRGINIA STATE POLICE
Criminal and Crash Report Request Form

(Pursuant to the West Virginia Freedom of Information Act §29B- 1 et seq.)

Requester Information:

Name: _____ Telephone: (____) _____
 Address: _____ Fax: (____) _____
 City: _____ State: _____ Zip: _____

CRIMINAL REPORT	VEHICLE CRASH REPORT
Date of Crime: ____/____/____	Date of Crash: ____/____/____
Location of Crime: _____	Location of Crash: _____
Victim(s): _____	Driver/Owner #1: _____
	Driver/Owner #2: _____
Type of Crime: _____	Pedestrian: _____
	Passenger: _____

FEE SCHEDULE for Reconstructed Reports		
Date of Original Crash _____	Reconstructed Report	\$500 x _____
Original Crash Report Number _____	Reconstructed Report Certified	\$505 x _____
Crash Data Report Only (Black Box) \$250 x _____	Reconstructed Report Fax	\$505 x _____

FEE SCHEDULE

Crime/Vehicle Crash Report\$20.00 x _____	Video/Audio Tapes\$50.00 x _____
Certify Above Copy (Crash Report)\$25.00 x _____	Set of Photos (up to 12)\$25.00 x _____
Fax Above Copy (Crash Report Only)....\$25.00 x _____	Each Add. Set of Photos (up to 12) \$25.00 x _____

These fees are for reports of 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/NO PERSONAL CHECKS OR BUSINESS STARTER CHECKS

Make Certified Check, Business Check or Money Order payable to: Superintendent, West Virginia State Police

(\$15.00 Service Fee for Returned Checks)

(Fees are considered search fees and are non-refundable)

Credit Card Visa Master Card Credit Card Number _____ Exp. Date _____

Authorizing Signature _____

Mail to the appropriate address listed below including payment and a self-addressed envelope:

For Crash Report:

West Virginia State Police
 Traffic Records Section
 701 Jefferson Road
 South Charleston, W 25309-1698

Information: (304) 746-2128
 Fax: (304) 746-2206

For Criminal Investigation Reports:

West Virginia State Police
 Criminal Investigation Reports
 701 Jefferson Road
 South Charleston, W 25309-1698

Information: (304) 746-2235
 Fax: (304) 746-2437

<i>Your request could not be processed due to the following:</i>	
____ No Fee/Incorrect fee enclosed (See fee schedule above)	
____ Check or Money Order is incomplete. Please correct and resubmit.	
____ Incomplete information submitted. Please include highlighted items upon resubmission.	
____ No Report could be found based upon information provided.	
____ Incident investigated by another agency. Report must be requested from that agency	
____ NO Photo(s) available	____ No video/audio tape available