



Gaithersburg Police Department



REQUEST FOR MOTOR VEHICLE ACCIDENT REPORT

(Type or Print)

ALL FIELDS WITH * MUST BE FILLED OUT

*Police Report Number: _____ (mandatory) Date of Accident: _____

Request for an official copy of Motor Vehicle Accident Report involving * _____
(Driver)

and _____
(Driver or Pedestrian) (Route)

*Requestors Name: _____

*Requestors Address: _____

(City, State & Zip Code)

*Requestor Home/Work/Cell: _____

An official copy of an accident report can be obtained in two ways: (1) Obtain a copy of the report at the Gaithersburg Police Department located at 14 Fulks Corner Avenue, Gaithersburg, MD 20877, for all accidents investigated by the Gaithersburg Police, five days after the date of the accident during regular business hours (8:30 a.m. - 4:30 p.m., Monday - Friday, excluding City Holidays). Bring a check or money order (no cash) \$4 non-refundable document search fee made payable to the City of Gaithersburg. It is recommended that you call the Gaithersburg Police Department at (301) 258-6400 prior to coming to ensure the report is available. (2) You may download a Maryland Motor Vehicle Accident Report Request Form **by visiting our web-site at www.gaithersburgmd.gov. Under Departments, click on Police and scroll down to Documents and Forms.** After downloading, print and complete the form and mail it, with a check or money order for \$4, to the address on the form. An official copy of the report will be mailed to you. Requests for copies of Motor Vehicle Accident Reports should not be submitted until more than 5 days have elapsed since the date of the accident. This will give the police department staff sufficient time to receive and process reports.

Be advised, Legal Counsel must provide documentation of representation.

Gaithersburg Police Department Staff Only:

Received by: _____ Date: _____
(Name of Staff)

Processed By: _____ Check # _____/Money Order _____
(Name of Staff) (Date)

Has person received report **Yes / No** (circle)
Has payment been received **Yes / No** (circle)