



Gaithersburg Police Department

REQUEST FOR MOTOR VEHICLE COLLISION REPORT

(Type or Print)

ALL FIELDS WITH * MUST BE COMPLETED

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

Request official copy of Motor Vehicle Collision Report involving: * _____

(Driver or Pedestrian)

and _____

(Driver or Pedestrian)

(Location)

*Requestors Name: _____

*Requestors Address: _____

(City, State & Zip Code)

*Requestors Home/Work/Cell _____

An official copy of a collision report can be obtained in two ways:

(1) In Person. Obtain a copy of the report at the Gaithersburg Police Department located at 16 South Summit Avenue, Gaithersburg, MD 20877, for all collisions investigated by the Gaithersburg Police, five days after the date of the collision during station hours (8 a.m. - 9 p.m., 7 days a week, excluding City Holidays). Bring a check or money order in the amount of \$10, 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) By Mail. You may complete this form and mail it to the Gaithersburg Police Department, Request for Collision Report, 16 South Summit Avenue Gaithersburg, MD 20877. All requests must have the required information completed on the form as well as have a check or money order for \$10 made payable to the **City of Gaithersburg**. An official copy of the report will be mailed to you. Requests for copies of Motor Vehicle Collision Reports should not be submitted until more than 5 days have elapsed since the date of the collision. This will give the police department staff sufficient time to receive and process reports.

Any request submitted without the required \$10 non-refundable document search fee will not be honored.

Be advised, Legal Counsel and/or Insurance Companies must provide documentation of representation.

Gaithersburg Police Department Staff Only:

Request Received/Processed by: _____ Date: _____

Report provided (in-person/mail): **Yes / No** (Circle)

Payment received: **Yes / No** (circle)