



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.)

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

ALL INFORMATION REQUESTED BELOW MUST BE PROVIDED FOR REQUEST TO BE PROCESSED!

CRIMINAL REPORT	
Date of Crime: ____/____/____	
Location of Crime: _____	
Victim(s): _____	

Type of Crime: _____	

VEHICLE CRASH REPORT	
Date of Crash: ____/____/____	
Location of Crash: _____	
Driver/Owner #1: _____	
Driver/Owner #2: _____	
Pedestrian: _____	
Passenger: _____	

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

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

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

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

For Crash Report:

West Virginia State Police
Traffic Records Section
725 Jefferson Road
South Charleston, WV 25309-1698

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

For Criminal Investigation Reports:

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

Information: (304) 746-2178
Fax: (304) 746-2209

<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 re-submit.	
___ Incomplete information submitted. Please include highlighted items upon re-submission.	
___ 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