



**Guelph Police Service**  
PRIDE \* SERVICE \* TRUST

# Report Request Form

### Please Read the Following Prior to Applying

- Reports for motor vehicle accidents occurring after December 31, 2017 should be requested from the Ontario Ministry of Transportation. Please refer to their website for complete details.
- This form is not to be used for Freedom of Information requests.
- Please ensure that, if needed, consent is provided for all involved parties.

### BUSINESS OR PERSONAL INFORMATION

Name and/or Organization

Contact Telephone Number

Fax Number

Address

Number/Unit Street

City

Prov.

Postal Code

### PURPOSE OF REQUEST

Property Report Summary

Witness Statement

Other

Purpose of Request (Please provide details)

### OCCURRENCE INFORMATION

Police Report or Occurrence Number

Date of Incident (YY/MM/DD)

Officer's Name

Location of Incident

Involvement in Incident (ie. driver, passenger, injured, complainant, agent for any of the parties involved, etc.)

Name of Other Involved Person(s) (If applicable)

I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this form, understand it and agree to it in its entirety. I acknowledge there are no refunds for report requests.

I hereby release and discharge the Guelph Police Service and all members and employees of the Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may be sustained by me as a result of the disclosure of this information by the Guelph Police Service.

Date \_\_\_\_\_, 20\_\_\_\_  
MM/DD

Signature of Applicant \_\_\_\_\_

### PAYMENT RECEIVED

#### Costs

- The cost is \$50.00 per report payable in advance.
- Mailed requests **must** include payment by money order or certified cheque payable to the "Guelph Police Service" in order to be processed. Mail applications to Customer Service, 15 Wyndham Street, South, Guelph ON, N1H 4C6.
- For personal service you may attend at the Customer Service counter at the Guelph Police Service, (15 Wyndham Street, South, Guelph ON, N1H 4C6), during business hours to submit your request where payment by debit, credit card, money order, certified cheque or cash are accepted.
- No personal cheques, unless certified, are accepted.
- No refunds are granted.