



# Saratoga Springs Police Department

## Request for a Copy of Official Police Report



- **All requests MUST include a self-addressed stamped envelope.**
- **All requests MUST be signed and include a copy of the requestor's valid Driver License or other government issued identification with signature clearly visible.**
- All reports will be mailed and will NOT be available for walk-in pickup at the Police Department.
- **A fee of 25¢ per page will be charged for all requests in excess of (3) three pages.**
- You will be contacted about any fee(s) prior to the records being available.
- Please allow 7-10 business days for delivery

**Mail completed request to:**                      **Saratoga Springs Police Department**  
**Attn: Records Bureau**  
**5 Lake Avenue**  
**Saratoga Springs, NY 12866**

Please provide the following information to the best of your ability:

Your name: _____		eMail: _____	
Address: _____			
No.	Street	City	State                      Zip
Phone number: (H) _____		(C) _____ other: _____	

Incident Date: _____	Incident Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Incident Location: _____			
Incident Type: _____			
_____			
_____			

Reason for Request: _____
_____
_____

Investigating Officer: _____	Blotter # _____
	Case # _____
	Acc # _____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date