

# EAST BRANDYWINE TOWNSHIP POLICE DEPARTMENT

1212 Horseshoe Pike  
Downingtown, PA 19335

Chief of Police  
Mark D. Kocsi

Adm: 610-269-4300  
Fax: 610-873-4550

## POLICE REPORT REQUEST

**NOTICE:** Pursuant to EBTPD General Order 224, only those persons listed below may receive a copy of a requested report once the applicable fees have been paid and proper identification has been provided. All other persons requesting copies of reports must provide a certified court subpoena.

1. Complainant or Victim
2. Owner of property that has been stolen or damaged.
3. Attorney, Insurance agent or Investigator who is hired or acting as an agent for one of the above. Request must be on agency letterhead.

## REQUESTED INFORMATION

(\*\* ATTACH COPY OF LICENSE OR PICTURE ID TO REQUEST \*\*)

|                           |   |
|---------------------------|---|
| Name                      |   |
| Address                   |   |
| Type of Incident (circle) | Accident      Incident Report      Other: _____ |
| Reason for Request        |   |
| Location of Incident      |   |
| Home phone #              |   |
| Work phone #              |   |
| Cell phone #              |   |

|                                 |                 |
|---------------------------------|-----------------|
| <b>Administrative Use Only:</b> |                 |
| Fee Paid                        | Yes No          |
| ID attached                     | Yes No          |
| Date Report Released:           | _____ By: _____ |

