

# KETCHIKAN POLICE DEPARTMENT

361 MAIN STREET, KETCHIKAN, AK 99901  
PH: 907-225-6631 FX: 907-247-6631



## REQUEST FOR COPY OF POLICE REPORT

Date of Incident: \_\_\_\_\_ KPD Case # \_\_\_\_\_  
*(Completed by KPD)*

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_

Name of Individuals involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Request:  Insurance  Personal  Other

### Information to Requestor:

I understand that the report will be held no longer than 30 days after approval and I am responsible for contacting the Ketchikan Police Department to check on the status of my request.

I understand that all police reports must be approved for release by the City Attorney's Office which can take 3 to 5 business days for processing and that the Ketchikan Police Department does not control the length of time for approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Requestor's relationship to those involved: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_

DV Related incident? YES / NO

Date submitted to MAO: \_\_\_\_\_

Intake Dispatcher: \_\_\_\_\_

Release: Approved  Denied

*(For office use only)*