



NIAGARA
REGIONAL POLICE SERVICE

**REQUEST FOR RECORDS
FROM INSURANCE DESK**

REQUEST FOR:

Incident Report (e.g. **B&E, Fraud, Theft, Stolen Property, Property Damage- not caused by vehicle**) (\$56.50 incl. HST)

Insurance Synopsis Letter (e.g. Lost/Stolen Passport ID *International Only*) (\$45.20 incl. HST)
For Canadian Passports please visit Passport Canada

Officer's Notes (**MVC Report Only**) (\$56.50 each, incl. HST - *Invoiced upon completion*)

Witness Statements (**MVC Report Only**) (\$56.50 each, incl. HST - *Invoiced upon completion*)

DETAILS:

APPLICANT'S FIRST NAME:

APPLICANT'S LAST NAME:

FULL MAILING ADDRESS (INCLUDING POSTAL CODE):

AGENCY CONTACT NAME: *(if applicable)*

PHONE NUMBER:

INCIDENT NUMBER (if known):

DATE OF INCIDENT:

LOCATION OF INCIDENT:

Signature: _____

For Office Use Only:

To be picked up at District #:	Ok to leave voicemail? (If needed): yes / no
Notify when report is ready for pickup: yes / no	Incident report to be mailed to above address: yes / no
I.D. verified and copy attached: yes	Paid: yes no Receipt #:
Clerk Name & Member #:	Comments: