

## **REQUEST FOR RECORDS** FROM INSURANCE DESK

## **REQUEST FOR:**

- □ Incident Report (e.g. B&E, Fraud, Theft, Stolen Property, Property Damage- not caused by vehicle, Lost/Stolen Passport ID International Only) For Canadian Passports please visit Passport Canada (\$73.45 incl. HST)
- □ 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):	
TOLE MAILING ADDRESS (INCLODING FOSTAL CODE).	
E-MAIL ADDRESS:	
AGENCY CONTACT NAME: (if applicable)	
AGENCI CONTACT NAME. (IJ 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:

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection FORM 606.25.01 of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Records Manager, Niagara Regional Police Service.