



### Criminal and Crash Report Request Form

Pursuant to the West Virginia Freedom of Information Act §29B-1 et seq.

#### REQUESTOR INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Fax: \_\_\_\_\_

#### CRIMINAL REPORT

Date of Crime: \_\_\_\_\_  
 Type of Crime: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Victim(s): \_\_\_\_\_  
 CI Report # \_\_\_\_\_

#### VEHICLE CRASH REPORT

Date of Crash: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Driver(s): \_\_\_\_\_  
 Crash Report #: \_\_\_\_\_

#### Fee Schedule for Reconstructed Crash Reports ONLY

Date of Original Crash: _____	Reconstructed Report:	\$500.00 x _____
Original Crash Report #: _____	Reconstructed Report Certified:	\$505.00 x _____
	Reconstructed Report Fax:	\$505.00 x _____

#### FEE SCHEDULE

Crime or Vehicle Crash Report Mail	\$20.00 x _____		
Crash Reports ONLY	Mail	Email	Video/Audio Tapes: \$50.00 x _____
Certified Vehicle Crash Report	\$25.00 x _____		Set of Photographs (up to 12): \$25.00 x _____
Vehicle Crash Report ONLY—Fax	\$25.00 x _____		Each add'l set of photos (up to 12): \$25.00 x _____

*These fees are for reports of 50 pages or less in length. An additional copy fee of \$1.00 per sheet will apply after 50 pages.*

**Total Submitted: \$ \_\_\_\_\_** DO NOT SEND CASH, PERSONAL CHECKS, OR BUSINESS STARTER CHECKS  
NON-REFUNDABLE FEE FOR ACTUAL REPORT

Make certified check, business check, or money orders payable to: Superintendent, West Virginia State Police

Credit Card Payments (can not accept AMEX): Credit Card Number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Send to the appropriate methods listed below, including payment and a self-addressed envelope

**For Criminal Reports:**  
 West Virginia State Police  
 Criminal Investigation Reports  
 701 Jefferson Road  
 South Charleston, WV 25309  
 Phone: (304) 746-2499  
 Fax: (304) 746-2437  
 Email: wvsp.cireport@wvsp.gov

**For Crash Reports:**  
 West Virginia State Police  
 Traffic Records Section  
 701 Jefferson Road  
 South Charleston, WV 25309  
 Phone: (304) 746-2128  
 Fax: (304) 746-2206  
 Email: wvsp.crashreports@wvsp.gov

#### Your request could not be processed due to the following:

- \_\_\_\_\_ No fee/incorrect fee enclosed. See above Fee Schedule
- \_\_\_\_\_ Check or Money Order is incomplete. Please correct and resubmit.
- \_\_\_\_\_ Incomplete information submitted. Please include highlighted items upon submission.
- \_\_\_\_\_ No report could be found based on the information provided
- \_\_\_\_\_ No Photos Available \_\_\_\_\_ No Video/Audio Available