



Criminal and Crash Report Request Form

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

REQUESTOR INFORMATION

Name: _____ Telephone: _____
Address: _____ Fax: _____
City: _____ State: _____ Zip: _____

CRIMINAL REPORT

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

VEHICLE CRASH REPORT

Date of Crash: _____
Location: _____
Driver(s): _____
Passenger(s): _____

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 _____ 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) 746-2403

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