



OFFICE USE ONLY  
Report # \_\_\_\_\_  
Check # \_\_\_\_\_

\_\_\_ Crash Report  
\_\_\_ Criminal Report

WEST VIRGINIA STATE POLICE  
Criminal and Crash Report Request Form

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

<b>Requester Information:</b>	
Name: _____	Telephone: (____) _____
Address: _____	Fax: (____) _____
City: _____	State: _____ Zip: _____
<b>CRIMINAL REPORT</b>	<b>VEHICLE CRASH REPORT</b>
Date of Crime: ____/____/____	Date of Crash: ____/____/____
Location of Crime: _____	Location or Crash: _____
Victim(s): _____	Driver/Owner #1 _____
CI Report # _____	Driver/Owner #2 _____
Type of Crime: _____	Pedestrian: _____
	Passenger: _____
<b>FEE SCHEDULE for Reconstructed Reports</b>	
Date of Original Crash _____	Reconstructed Report _____ \$500.00 x _____
Original Crash Report Number _____	Reconstructed Report Certified _ \$505.00 x _____
	Reconstructed Report Fax _____ \$505.00 x _____

**FEE SCHEDULE**

Crime/Vehicle Crash Report .....\$20.00 x _____	Video/Audio Tapes .....\$50.00 x _____
Certify Above Copy (Crash Report) ... \$25.00 x _____	Set of Photos (up to 12) .....\$25.00 x _____
Fax Above Copy (Crash Report Only) \$25.00 x _____	Each Add. 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/NO PERSONAL CHECKS OR BUSINESS STARTER CHECKS**  
**NON REFUNDABLE FEE FOR ACTUAL REPORT**

Make Certified Check, Business Check or Money Order payable to: Superintendent, West Virginia State Police

Credit Card Visa  Master Card  Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ /3 Digit Code: \_\_\_\_\_

*Mail to the appropriate address listed below including payment and a self-addressed envelope:*

For Crash Report:

West Virginia State Police  
Traffic Records Section  
701 Jefferson Road  
South Charleston, W 25309-1698

Information: (304) 746-2128  
Fax: (304) 746-2206

For Criminal Investigation Reports:

West Virginia State Police  
Criminal Investigation Reports  
701 Jefferson Road  
South Charleston, W 25309-1698

Information: (304) 746-2499  
Fax: (304) 746-2294

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

\_\_\_ No Fee/Incorrect fee enclosed (See fee schedule above)

\_\_\_ Check or Money Order is incomplete. Please correct and resubmit.

\_\_\_ Incomplete information submitted. Please include highlighted items upon resubmission.

\_\_\_ No Report could be found based upon information provided.

\_\_\_ Incident investigated by another agency. Report must be requested from that agency

\_\_\_ NO Photo(s) available

\_\_\_ No video/audio tape available