



City of Annapolis
Police Department
 199 Taylor Avenue
 Annapolis, MD 21401-3421



Police@annapolis.gov • 410-268-9000 • Fax 410-268-9472 • TDD use MD Relay or 711 • www.annapolis.gov

Records Request Form

Maryland law allows departments to charge a reasonable fee which includes both the cost of duplication as well as any staff time within two hours. Time in excess of two hours will be assessed and charged accordingly.

Please Print. Upon receipt and review of your request, you will receive a response within a reasonable amount of time, but no later than 30 days.

Requester Information

Name _____

Mail address _____

City _____ ST _____ Zip _____

Phone number(s) _____ Report Number _____

Date of Incident _____ Time of Incident _____

If you do not know the report or incident number, please describe the incident. Include location, parties involved, reason police responded.

Fee Schedule

| Service | Fee | Availability After Incident |
|-------------------------|--|-----------------------------|
| 911 Recording | \$45 per CD includes CAD Notes | Up to 7 years |
| Archived Reports | \$20 each | |
| Fingerprinting Ink Card | \$20 each | |
| LiveScan Fingerprinting | \$20 plus LiveScan fees (\$??) | |
| Photos | \$15 per CD | |
| Police Reports | \$ 5 each | Up to 3 years |
| Radio Recordings | \$45 per CD | Up to 7 years |
| Video CD/Tapes | \$80 each plus \$75 per hour over 2 hours research | Up to 30 days |

Make check or money order out to *City of Annapolis*. All requests must be paid in advance. Send your check or money order to the address above, Attention: Records Department.

Reason for Interest in Report:

Directly involved in incident/record

Insurance Carrier for _____

Not directly involved in incident/record

Legal Representative for _____

Other: