



# PORTLAND BOROUGH POLICE DEPARTMENT

206 Division Street, P.O. Box 734  
Portland, PA 18351  
(570) 897-7382



Chief of Police  
Todd M Pysher

## REQUEST FOR POLICE REPORT

According to the policy of this Department, all report requests are subject to a review procedure before being released and may not be immediately available. **All reports will be mailed within 15 days of the time we receive your request.**

It is our goal to provide the public with access to information legally defined as public, while maintaining confidentiality of information exempted by law. Therefore, if approved, the report you receive may have some information redacted. The cost of a typical police report is \$15.00; payable at the time your request is turned in. Longer or archived reports may be subject to an additional reasonable fee. We will contact you if the amount is expected to exceed \$15.00. You may pay this with a personal check, money order or cashier's check.

Date of Request: \_\_\_\_\_

Officer that prepared report: \_\_\_\_\_

Report number if known: \_\_\_\_\_

Type of report: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of person involved in report: \_\_\_\_\_

Name of party requesting report: \_\_\_\_\_

Interest in Report: \_\_\_\_\_

(Victim, driver, insurance company, domestic, court, etc.)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### APPROVED / DENIED

Chief of Police: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_