

The George Washington University Police Department Incident Report Request

First Name: _____ Last Name: _____

Address: _____ Phone: _____

1. All requests are subject to approval. If you have any questions upon approval or disapproval of the report request you may schedule an appointment with the Chief.
2. If you are the SUBJECT of a report charged with a violation of the Student Code of Conduct, you need to request a copy of the police report from the Office of Student Rights and Responsibilities.
3. There is a \$10.00 fee for all incident reports which is payable upon receipt of the report in personal check, cashier's check or money order only. Cash and GWorld cards are **not** accepted.
4. Requests take **at least** 7-10 business days to process.

I have read and understand the above four points regarding the request of GW Police Incident Reports:

Sign: _____

Date: _____

Property: The property stolen or vandalized was (please check): University Property Personal Property

Please describe the incident: _____

Date of Incident: _____ Report number if known: _____

Reason for Request: _____

GW POLICE RESERVES THE RIGHT TO DENY REPORT REQUESTS FOR ANY REASON.

ADMINISTRATIVE USE ONLY:

Name of person taking request: _____ Date: _____ ID shown: _____

Approved / Denied by Lieutenant: _____ Date: _____

(Please Circle) University Property Personal Property

Name of Person issuing report: _____ Date: _____ ID shown: _____

Fee Paid? _____ Report Given to Individual: YES / NO