



OFFICE OF THE SHERIFF
ST. MARY'S COUNTY, MARYLAND



MULTIPLE REPORT REQUEST FORM

- 1. Fill out form for each request (Please Print Legibly).
2. Complete name and mailing address of requestor. There is no charge to obtain a copy of a report for the victim of the crime. Suspects are not entitled to the report.
3. Insurance companies attach check or money order for \$5.00 for each request.
4. Requests can be submitted in person at Sheriff's Office Headquarters in Leonardtown or can be mailed to the address listed below.
5. Please allow 10 working days for processing your requests. Allow 30 days for special requests and/or open cases.

If you are requesting an ACCIDENT REPORT, refer to SMCSO Form #98A;
Requests for Juvenile Reports are referred to the Office of Juvenile Services.

INCIDENT TYPE: [] Burglary [] Theft [] Destruction of Property [] Stolen Auto [] Other (Specify):

VICTIM/REQUESTOR: Last Name First Middle

LOCATION OF OCCURRENCE:

DATE/TIME REPORTED TO POLICE: AM or PM

OFFICER'S NAME: I.D. #: CASE #:

REQUESTOR NAME:

ORGANIZATION, IF APPLICABLE:

MAILING ADDRESS:

TELEPHONE NUMBER:

FEES: OFFENSE/INCIDENT REPORT. \$5.00

CASH/MONEY ORDER ONLY - NO CHECKS

Make money orders payable to: St. Mary's County Sheriff

MAIL TO: ST. MARY'S COUNTY SHERIFF'S OFFICE

Attention: Records Section
23150 Leonard Hall Drive
Leonardtown, MD 20650

Local: (301) 475-4200

ADMINISTRATIVE USE ONLY

Date Processed and Mailed:

Processing Clerk: