



**DUBLIN BOROUGH POLICE DEPARTMENT**  
119 Maple Avenue, Dublin, PA 18917  
Phone: (215) 249-0272

**REQUEST FOR INCIDENT REPORT**

**NOTE: YOU MUST BE THE COMPLAINANT IN THE INCIDENT YOU ARE REQUESTING, OR YOU CANNOT OBTAIN A COPY. ALL OTHERS MUST SUBMIT A COURT-ISSUED SUBPOENA.**

**THIS DEPARTMENT RESERVES THE RIGHT TO BLACK-OUT ANY PERSONAL INFORMATION IN THE REPORT WHICH IS NOT PERTINENT TO THE INCIDENT.**

*\*ALL information requested below is required. Requests can be made in person during normal business hours or via U.S. Mail. Requests will be processed within 48 hours except on Friday (available the following Wednesday). Requests WILL NOT be processed until payment has been received. Checks are made payable to "DUBLIN BOROUGH"*

THE COST FOR EACH INCIDENT REQUEST IS \$15.00

REQUESTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TYPE OF INCIDENT: \_\_\_\_\_

INCIDENT LOCATION: \_\_\_\_\_

INCIDENT DATE: \_\_\_\_\_

*(DO NOT write below this line – Borough Use Only)*

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_