



**METRO TRANSIT POLICE DEPARTMENT**  
**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY**  
**CRIME ANALYSIS/POLICE RECORDS**  
4100 Garden City Drive, Hyattsville, MD 20785  
(O) 202- 962-2125

**REQUEST FOR COPY OF POLICE REPORT**

**How to Obtain a Copy of Police Report:**

1. Please complete this form along with a check or money order for \$10, payable to Washington Metropolitan Area Transit Authority (WMATA). Cash will not be accepted.
2. **Citizens:** Include a copy of Involved Party's photo ID with this request form (i.e. driver's license).
3. **Attorneys:** Include Notarized Authorization for Release of Information along with involved party's ID with your request.
4. Enclose a stamped, self-addressed envelope (U.S. Mail Requests only).
5. Mail to:  
WMATA  
Attn: MTPD Crime Analysis and Police Records  
4100 Garden City Drive  
Hyattsville, MD 20785
6. Email requests will be sent to the email address provided below (PDF).

Please be advised, once we receive your request, it could be anywhere from 12-14 business days or more before you receive your report via U.S. Mail.

**REPORT NUMBER:** \_\_\_\_\_

**DATE/TIME OF INCIDENT:** \_\_\_\_\_

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

**LOCATION OF INCIDENT:** \_\_\_\_\_

**PERSON REQUESTING REPORT:** \_\_\_\_\_

**INVOLVED PARTY:** \_\_\_\_\_

**RELATION TO INVOLVED PARTY:**

Self

Attorney

Insurance Company

Parent/Guardian

Next of Kin

Other (specify): \_\_\_\_\_

**ADDRESS REPORT TO BE MAILED:** \_\_\_\_\_

**REQUESTOR'S PHONE NUMBER:** \_\_\_\_\_

**REQUESTOR'S EMAIL ADDRESS:** \_\_\_\_\_

If you have any questions, please contact the Crime Analysis and Police Records Division at 202-962-2125.