



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 payment to the below address.
2. Include a check or money order for \$10, payable to Washington Metropolitan Area Transit Authority (WMATA). Cash will not be accepted.
3. Victims of crimes will be provided with a copy of their police report at no charge.
4. Include a copy of **Involved Party's photo ID** with this request form (i.e. driver's license).
5. Attorneys: Include Notarized Authorization for Release of Information with your request.
6. Enclose a stamped, self-addressed envelope (U.S. Mail Requests only).
7. Mail to: WMATA
Attn: MTPD Crime Analysis and Police Records
4100 Garden City Drive
Hyattsville, MD 20785
8. 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: _____

LOCATION OF INCIDENT: _____

PERSON REQUESTING REPORT: _____

INVOLVED PARTY: _____

RELATION TO INVOLVED PARTY:

Self

Insurance Company

Next of Kin

Attorney

Parent/Guardian

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.