

**George Brown**  
Mayor

**Joseph Coffay**  
Chief of Police

**WILKES-BARRE CITY  
POLICE DEPARTMENT**



15 South Washington St.  
Wilkes-Barre, PA 18701  
Phone: 570.208.4200  
Fax: 570.208.4209

## **Records Division**

*Application for Search and/or Extract of Police Report and/or Non-Arrest Service*

**PLEASE PRINT:**

**DATE OF REQUEST:** \_\_\_\_\_

**NATURE OF INCIDENT:** \_\_\_\_\_

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

**INCIDENT DATE & TIME:** \_\_\_\_\_

**INCIDENT NUMBER (IRC):** \_\_\_\_\_

**PERSON(S) INVOLVED:** \_\_\_\_\_

**REQUESTOR'S NAME:** \_\_\_\_\_

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

**CITY/STATE/ZIP:** \_\_\_\_\_

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

**FEE SCHEDULE**

*Current as of 3/30/18*

*FEES ARE NON-REFUNDABLE*

*Check/Money Order made payable to **CITY OF WILKES-BARRE***

<b>Reportable Crash Report</b>	<b>\$15.00</b>
<b>Non-Reportable Crash Report</b>	<b>\$25.00</b>
<b>Local Background Check/Police Record Search</b>	<b>\$15.00</b>
<b>Event Report</b>	<b>\$25.00</b>
<b>Case Report</b>	<b>\$25.00</b>
<b>Non-Arrest Fingerprinting</b>	<b>\$25.00 per card</b>
<b>Non-Arrest Photographing</b>	<b>\$15.00</b>