

HOW TO OBTAIN A POLICE REPORT

PDCS-8100i

Under the Freedom of Information Law (FOIL), you may request a copy of your police report from the Suffolk County Police Department. If you did not receive a police report at the time of your incident, there are a number of ways for you to apply for police reports under FOIL. The following information provides guidelines and detailed explanations:

Obtaining Crash Reports from GetCrashReports.com

ONLINE Crash Reports Only	<p>The Suffolk County Police Department has entered into a partnership with GetCrashReports.com to provide crash reports online for purchase 7 days after a crash occurs. To purchase a crash report (except for fatal crashes and those under investigation), go to GetCrashReports.com and locate a report as follows:</p> <ul style="list-style-type: none"> Click on State of New York; Enter Search Values in Box B: (Report number, person name or license number) and/or; Enter optional Date Range in Box C; Click on Next Step button; Click the Add to Cart check box for the desired report and click the Next Step button; Fill in the credit card information and click the Place Order Now button; Click Download Crash Report button to view your report
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Obtaining Police Reports from Central Records Section

All FOIL Police Reports requested from the Central Records Section, regardless of how the request was initiated, will be forwarded to the requestor by U.S. Postal Service mail.

Records obtained from Central Records will require a FOIL fee of \$.25 per page plus postage. A bill will be enclosed with your report.

1. ONLINE Non- Crash	Requests for reports, other than Crash reports , can be submitted via the Internet by going to our website at www.suffolkpd.org and clicking on the "Request A Report" icon on the homepage.			
2. BY MAIL All Reports	If you have internet access, you may download our form, Application for Public Access to Records , via our website at: www.suffolkpd.org . Click on Forms and Reports ; Under Central Records Forms & Requests, click on FOIL PDCS-5414 . This form can be completed online; however, it cannot be saved or submitted electronically - <u>it must be printed and mailed to the SCPD Central Records Section.</u>			
	<p style="text-align: center;">Mail your request & include a SELF ADDRESSED STAMPED ENVELOPE to:</p> <p style="text-align: center;">Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705</p>	<p style="text-align: center;">Your request should include the following information:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>A. Your Name and Address</p> <p>B. Date of Incident or Crash</p> <p>C. Location of Incident or Crash</p> </td> <td style="width: 50%; vertical-align: top;"> <p>D. Name of Complainant</p> <p>E. Central Complaint Number, if known</p> <p>F. Type of Incident</p> <p>*G. If Crash, Name(s) of Vehicle Operator(s)</p> </td> </tr> </table>	<p>A. Your Name and Address</p> <p>B. Date of Incident or Crash</p> <p>C. Location of Incident or Crash</p>	<p>D. Name of Complainant</p> <p>E. Central Complaint Number, if known</p> <p>F. Type of Incident</p> <p>*G. If Crash, Name(s) of Vehicle Operator(s)</p>
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<p>* NOTE: Crash reports (certified copies): In order to avoid additional postage costs, you may enclose a check or money order made payable to the Suffolk County Police Department in the amount of \$1.00. In the event that there are additional fees associated with your request, a bill will be enclosed with your report. It will take approximately 6-8 weeks to receive your certified copy.</p>				
3. IN PERSON All Reports	<p>Requests may be completed and dropped off at the business counter of Central Records, Monday through Friday 9 a.m. to 3:45 p.m. Requests are not processed at the counter- they will be returned via U.S. mail - as soon as possible (<i>with the exception of Crash Reports and non-criminal Field Reports (PDCS-1053), which are provided at the counter.</i>)</p> <p>Requests for Crash Reports (certified copies) for crashes that occurred during the past 18 months are available to be picked up at Central Records, Monday through Friday, 9am - 3:45 pm. Please allow 7-10 business days from the date of the crash for the report to reach Central Records.</p>			

DIRECTIONS TO SUFFOLK COUNTY POLICE DEPARTMENT HEADQUARTERS BUILDING, CENTRAL RECORDS SECTION

FROM	EASTBOUND:	Exit 67 (CR 21 -Yaphank Ave.) Right turn on Yaphank Ave. (CR 21) -South ½ mile, first right turn after railroad crossing bridge.
L.I.E.:	WESTBOUND:	Exit 67 (CR 21 -Yaphank Ave.) Left turn at traffic light at Yaphank Ave. (CR 21) South ½ mile, first right turn after railroad crossing bridge.
FROM	EASTBOUND:	Rt. 27 to Horseblock Rd. Exit 57N. ¼ mile to Yaphank Ave. (CR 21) North 1 ½ miles to Headquarters.
SUNRISE HIGHWAY:	WESTBOUND:	Rt. 27 to Horseblock Rd exit. Left on Service Rd. to Stop Sign. Right on Horseblock Rd. A short distance to Yaphank Ave. (CR 21) North 1 ½ miles to Headquarters.

FOR INFORMATION ONLY: (631) 852-6015



ACCREDITED LAW ENFORCEMENT AGENCY
 Visit Us Online at www.suffolkpd.org
 Crime Stoppers Confidential Tip Hotline **1-800-220-TIPS**
 Online Submission of Anonymous Tips - www.tipsubmit.com
 Text Tips: Text SCPD Plus Message To: **CRIMES (274637)**
 Non-Emergencies Requiring Police Response - **(631) 852-COPS**

