

# POLICE REPORT REQUEST FORM

In order to help us locate your case, please give us as much information as possible. **There is an average wait time of 7 - 10 business days before you will receive your report.** If you have questions about the information contained in the police report, you will need to contact the officer at the school.

- 1) **TODAY'S DATE:** \_\_\_\_\_
- 2) **YOUR NAME:** \_\_\_\_\_
- 3) **RELATIONSHIP TO CASE:**
  - ☐ **Parent or Guardian:** Child's Name \_\_\_\_\_ dob \_\_\_\_\_
  - ☐ **Personally Involved**
  - ☐ **Attorney or Representative**
  - ☐ **Other: Explain** \_\_\_\_\_
- 4) **CASE NUMBER:** \_\_\_\_\_  
(If you do not have the case number – answer questions 4a-4d, otherwise go to #5)
  - a) **At which school did the incident take place:** \_\_\_\_\_
  - b) **Date of Incident (approximately):** \_\_\_\_\_
  - c) **Officer's Name:** \_\_\_\_\_
  - d) **Type of Incident (example, Theft, Accident):** \_\_\_\_\_
- 5) **DAYTIME TELEPHONE NUMBER:** \_\_\_\_\_
- 6) **HOW WOULD YOU LIKE TO RECEIVE THE REPORT? Please check one:**
  - ☐ **FAX (number):** \_\_\_\_\_
  - ☐ **Mail (address):** \_\_\_\_\_  
\_\_\_\_\_
  - ☐ **Pick-Up (You will need ID for pick up. We will call you when your report is ready.)**

\_\_\_\_\_  
**Pick-Up by: (Please sign)**

\_\_\_\_\_  
**Date**

**Please return this form via mail or fax to:**

School Police Records Department, 3330 Forest Hill Blvd, Ste B-127, West Palm Beach, FL 33406  
FAX: (561) 434-8124

**Questions? Please call (561) 963-3863**

**YOU CAN NOW COMPLETE THIS FORM ONLINE!**

[www.palmbeachschools.org/schoolpolice/records](http://www.palmbeachschools.org/schoolpolice/records)