



BIG LAKE POLICE DEPARTMENT

Joel D. Scharf, Chief of Police

790 Minnesota Avenue

P.O. Box 417

Big Lake, Minnesota 55309

763-263-2500 Fax 763-263-2000

REQUEST for POLICE REPORT

PLEASE PRINT

To request a copy of a police report, please fill out the following information and include payment. There is a \$.25 copy charge for each public page requested by non-subject of report.

PLEASE INCLUDE CASH, CHECK OR MONEY ORDER PAYABLE TO:

BIG LAKE POLICE DEPARTMENT (For mailed requests, do not send cash.)

Please include as much information as possible. In the event there is a question concerning your request, please include a contact name and phone number.

Copies of police reports CANNOT be faxed.

Upon receipt of your Request for Police Report and payment, it will be processed within 10 working days.

If you have any questions about this procedure, please contact the Records Section at 763-263-2500

DATE OF REQUEST _____

REPORT NUMBER _____ INVESTIGATING OFFICER _____

DATE / TIME REPORTED _____

LOCATION OF INCIDENT _____

INCIDENT DESCRIPTION _____

NAME AND ADDRESS YOU WISH REPORT MAILED TO _____

CONTACT NUMBER _____

PROCESSED BY ADMINISTRATIVE SUPPORT TECH _____

DATE PROCESSED _____