

## How to Obtain an Accident or Incident Report

Persons wishing to obtain an Incident Report from the St. Michaels Police Department Records Section are asked to complete a [REQUEST FOR RECORDS](#) form.

Only a person with a vested interest can complete this request. Individuals with vested interest are different from one reported incident to another, however victims (victims' lawyer, insurance companies, or parents of minors) generally can obtain a report and some witnesses or complainants. A copy of the report may be furnished to the requester provided the investigation is not considered open and the report has been completed and approved.

## Waiting for Report

Please be aware that, after an officer has written the incident report, it must be approved by the supervisor in the officer's chain of command before ultimately being forwarded to the Clerk of Records where it is available for public release. This process may take 7 to 10 days and reports are **unavailable** to citizens before this time. Please get in touch with Tiffany Sweeney, Administrative Assistant – Clerk of Records at 410-745-9500 to determine whether a report is available for release. **REPORTS CANNOT BE PICKED UP WHILE YOU WAIT NOR CAN THEY BE FAXED.** Once the Clerk of Records receives your request and payment, the report will be mailed or made available for pick-up within no later than 30 days. Reports can be obtained in person at the St. Michaels Police Department Monday through Friday between 8 a.m. and 4:00 p.m.

## Fees & Other Requirements

Payment must be in the form of a check or money order (**cash will not be accepted**) made payable to **COMMISSIONERS OF ST. MICHAELS**. The fee is \$10 for a written report. Reports can also be obtained by mail by sending a completed [REQUEST FOR RECORDS](#), along with a **\$10** check or money order and a self-addressed stamped envelope, to:

St. Michaels Police Department  
ATTN: Records Division  
PO Box 986  
St. Michaels, MD 21663

If you have the case number assigned to your incident, please enclose it with your mailed request or present it at the station when you arrive. If you do not have your case number, please be prepared with the following information:

1. Approximate date and time of the incident
2. Location of the incident
3. Officers name (if known)

**Tiffany Sweeney, Administrative Assistant - Clerk of Records**  
**P: 410-745-9500 Email: [tsweeney@stmichaelsmd.gov](mailto:tsweeney@stmichaelsmd.gov)**