



# BALTIMORE POLICE DEPARTMENT POLICE CALL FOR SERVICE REQUEST FORM

DATE

FORM 377

## CUSTODIAN OF RECORDS – INFORMATION TECHNOLOGY

Requestor Name:

Address:

Phone #:

Email Address:

Case Name or Client:

The cost of a CALL FOR SERVICE REPORT is \$10.00 per search (up to one calendar year). The \$10.00 fee must accompany requests for each Call for Service requested.

Please Provide the Following Information to Aid in Your Search:

Address, City Block Range, Police Post, or Police District:

Date & Time Frame (or Date Range) of the Offense:

Detailed Location:

If request relates to a pending criminal case the request must be in the form of a subpoena.

NOTE: Based on the information provided, the Document Compliance Unit will provide report(s) that best fits your described incident. The BPD staff cannot analyze reports for each request; therefore the BPD cannot guarantee that the reports relate to your incident.

**Mail request with a \$10.00 fee per search to:**

Baltimore Police Department  
Attention: Document Compliance Unit  
242 W.29<sup>th</sup> St.  
Baltimore, Md. 21211

The certified check or money order must be made out to the Director of Finance. These are the only forms of payment that will be accepted.

For questions concerning the Baltimore Police Department's retrieval capabilities contact the IT Section at (410) 396-2033.

Your request for records is an agreement to pay the reasonable costs for producing the records.