



## CAMPUS POLICE REPORT REQUEST FORM

**Campus Police makes all reports available as required by Florida State Statutes Chapter 119. Please allow 3 business days for processing police reports & 5 business days for processing crash reports.**

**Campus Police Department Records Custodian: Jennifer Coley, Chief of Police**  
**Contact Information: 941-487-4210, jcoley@ncf.edu, 5800 Bay Shore Rd., Sarasota, FL 34243**

The following information and a signature are needed to process your request for a copy of a crash report. Crash reports must be obtained in person. **Completing this form with personal information for non-crash reports is optional.** Non-crash reports can be mailed, faxed, or picked up. If you have any questions please call Campus Police at (941) 487-4210.

NAME: \_\_\_\_\_  
(PRINT)

CASE NUMBER OR DATE/TIME OCCURRED: \_\_\_\_\_

<input type="checkbox"/> PICK UP	Date Picked Up	_____
<input type="checkbox"/> MAIL	Date Mailed/To	_____
<input type="checkbox"/> FAXED	Date Faxed/To	_____

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FLORIDA STATUTE S. 119.105, F.S., states that police reports are public records; however, no person who inspects or copies reports for the purpose of obtaining the names and addresses of the victims of crimes or accidents shall use any information contained herein for any commercial solicitation of the victims or relatives of the victims of the reported crimes or accidents.

FLORIDA STATUTE S. 316.066, states that if the record requested is a vehicle crash report within 60 days after the date the report is filed, the requesting party must present a valid driver's license or other photographic identification, proof of status, or identification that demonstrates his or her qualifications to access that information, and file a written, sworn statement with the agency in possession of the information that the information will not be used for any commercial solicitation of accident victims, or knowingly disclosed to any third party for such a purpose during the period of time that the information remains confidential and exempt.

Pursuant to F.S.S. 316.066, I swear or affirm that I will only use the confidential information released to me in a manner authorized by law, and not for commercial solicitation purposes.

\_\_\_\_\_  
**Signature (Crash Reports)**

\_\_\_\_\_  
**Crash Report Qualification**

\_\_\_\_\_  
**Witnessing Officer/Notary**

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