

HOW TO OBTAIN A POLICE REPORT

PDCS-8100h

Under the Freedom of Information Law (FOIL), you may request a copy of your police report from the Suffolk County Police Department. If you did not receive a police report at the time of your incident, there are a number of ways for you to apply for police reports under FOIL. The following information provides guidelines and detailed explanations:

Obtaining Police Reports from Central Records Section								
<p>All FOIL Police Reports requested from the Central Records Section, regardless of how the request was initiated, will be forwarded to the requestor by U.S. Postal Service mail.</p> <p>Records obtained from Central Records will require a FOIL fee of \$.25 per page plus postage. A bill will be enclosed with your report.</p>								
1. ONLINE	Requests can be submitted via the Internet by going to our website at www.suffolkpd.org and clicking on the "Request A Report" icon on the homepage.							
2. BY MAIL	<p>If you have internet access, you may download our form, Application for Public Access to Records, via our website at www.suffolkpd.org.</p> <p>Click on Forms and Reports; Under Central Records Forms & Requests, click on FOIL PDCS-5414. This form can be completed online; however, it cannot be saved or submitted electronically - <u>it must be printed and mailed to the SCPD Central Records Section.</u></p>							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">Mail your request & include a SELF ADDRESSED STAMPED ENVELOPE to:</p> <p style="text-align: center;">Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705</p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">Your request should include the following information:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">A. Your Name and Address</td> <td style="width: 50%; border: none;">D. Name of Complainant</td> </tr> <tr> <td style="border: none;">B. Date of Incident or Accident</td> <td style="border: none;">E. Central Complaint Number, if known</td> </tr> <tr> <td style="border: none;">C. Location of Incident or Accident</td> <td style="border: none;">F. Type of Incident</td> </tr> </table> <p style="text-align: center;">*G. If Accident, Names(s) of Vehicle Operator(s)</p> </td> </tr> </table>	<p style="text-align: center;">Mail your request & include a SELF ADDRESSED STAMPED ENVELOPE to:</p> <p style="text-align: center;">Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705</p>	<p style="text-align: center;">Your request should include the following information:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">A. Your Name and Address</td> <td style="width: 50%; border: none;">D. Name of Complainant</td> </tr> <tr> <td style="border: none;">B. Date of Incident or Accident</td> <td style="border: none;">E. Central Complaint Number, if known</td> </tr> <tr> <td style="border: none;">C. Location of Incident or Accident</td> <td style="border: none;">F. Type of Incident</td> </tr> </table> <p style="text-align: center;">*G. If Accident, Names(s) of Vehicle Operator(s)</p>	A. Your Name and Address	D. Name of Complainant	B. Date of Incident or Accident	E. Central Complaint Number, if known	C. Location of Incident or Accident
<p style="text-align: center;">Mail your request & include a SELF ADDRESSED STAMPED ENVELOPE to:</p> <p style="text-align: center;">Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705</p>	<p style="text-align: center;">Your request should include the following information:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">A. Your Name and Address</td> <td style="width: 50%; border: none;">D. Name of Complainant</td> </tr> <tr> <td style="border: none;">B. Date of Incident or Accident</td> <td style="border: none;">E. Central Complaint Number, if known</td> </tr> <tr> <td style="border: none;">C. Location of Incident or Accident</td> <td style="border: none;">F. Type of Incident</td> </tr> </table> <p style="text-align: center;">*G. If Accident, Names(s) of Vehicle Operator(s)</p>	A. Your Name and Address	D. Name of Complainant	B. Date of Incident or Accident	E. Central Complaint Number, if known	C. Location of Incident or Accident	F. Type of Incident	
A. Your Name and Address	D. Name of Complainant							
B. Date of Incident or Accident	E. Central Complaint Number, if known							
C. Location of Incident or Accident	F. Type of Incident							
<p>* NOTE: Accident reports (certified copies):</p> <p>In order to avoid additional postage costs, you may enclose a check or money order made payable to the Suffolk County Police Department in the amount of \$1.00. In the event that there are additional fees associated with your request, a bill will be enclosed with your report. It will take approximately 6-8 weeks to receive your certified copy.</p>								
3. IN PERSON	Requests may be completed and dropped off at the business counter of Central Records, Monday through Friday 9 a.m. to 3:45 p.m. Requests are not processed at the counter – they will be returned via U.S. mail - as soon as possible.							
	<p>Requests for Accident Reports (certified copies) for accidents that occurred during the past 18 months are available to be picked up at Central Records, Monday through Friday, 9am - 3:45 pm.</p> <p>Please allow 7-10 business days from the date of the accident for the report to reach Central Records.</p>							
DIRECTIONS TO SUFFOLK COUNTY POLICE DEPARTMENT HEADQUARTERS BUILDING, CENTRAL RECORDS SECTION								
FROM	EASTBOUND: Exit 67 (CR 21 -Yaphank Ave.) Right turn on Yaphank Ave. (CR 21) -South ½ mile, first right turn after railroad crossing bridge.							
L.I.E.:	WESTBOUND: Exit 67 (CR 21 -Yaphank Ave.) Left turn at traffic light at Yaphank Ave. (CR 21) South ½ mile, first right turn after railroad crossing bridge.							
FROM	EASTBOUND: Rt. 27 to Horseblock Rd. Exit 57N. ¼ mile to Yaphank Ave. (CR 21) North 1 ½ miles to Headquarters.							
SUNRISE HIGHWAY:	WESTBOUND: Rt. 27 to Horseblock Rd exit. Left on Service Rd. to Stop Sign. Right on Horseblock Rd. A short distance to Yaphank Ave. (CR 21) North 1 ½ miles to Headquarters.							

Obtaining Police Reports from the Precinct of Occurrence						
<p>IMPORTANT: Only two (2) specific police reports may be obtained from the Precinct of Occurrence - a non-criminal Field Report (PDCS-1053) and the Police Accident Report (MV-104A). These reports are not yet certified and are provided, without charge, as a courtesy to requestors who are a party to the incident. A copy of the MV-104A or MVC-related Field Report may also be provided to the titled owner(s) and registrant(s), if different from the requestor.</p>						
1. Non-Criminal Field Report (PDCS-1053)	<input type="checkbox"/> If this box is checked, a courtesy copy (not yet certified) of a NON-CRIMINAL FIELD REPORT (PDCS-1053) will be available <u>24 hours</u> after the time of report at the Precinct indicated below.					
2. Police Accident Report (MV-104A)	<input type="checkbox"/> If this box is checked, a courtesy copy (not yet certified) of a POLICE ACCIDENT REPORT (MV-104A) will be available <u>72 hours</u> after the time of report at the Precinct indicated below.					
<input type="checkbox"/> First Precinct 555 Rt. 109 W. Babylon, NY 11704 631-854-8100	<input type="checkbox"/> Second Precinct 1071 Park Ave. Huntington, NY 11743 631-854-8200	<input type="checkbox"/> Third Precinct 1630 5 th Ave. Bay Shore, NY 11706 631-854-8300	<input type="checkbox"/> Fourth Precinct 727 Veterans Mem Hwy Smithtown, NY 11787 631-854-8400	<input type="checkbox"/> Fifth Precinct 125 Waverly Ave Patchogue, NY 11772 631-854-8500	<input type="checkbox"/> Sixth Precinct 400 Middle Country Rd Selden, NY 11784 631-854-8600	<input type="checkbox"/> Seventh Precinct 1491 Wm Floyd Pkwy Shirley, NY 11967 631-852-8700

FOR INFORMATION ONLY: (631) 852-6015



ACCREDITED LAW ENFORCEMENT AGENCY
 Visit Us Online at www.suffolkpd.org
 Crime Stoppers Confidential Tip Hotline **1-800-220-TIPS**
 Online Submission of Anonymous Tips – www.tipsubmit.com
 Text Tips: Text SCPD Plus Message To: **CRIMES (274637)**
 Non-Emergencies Requiring Police Response - **(631) 852-COPS**

