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

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.

Records obtained from Central Records will require a FOIL fee of $.25 per page plus postage. A bill will be enclosed with your report.

1. **ONLINE**
   
   Requests can be submitted via the Internet by going to our website at [www.suffolkpd.org](http://www.suffolkpd.org) and clicking on the "Request A Report" icon on the homepage.

   If you have internet access, you may download our form, Application for Public Access to Records, via our website at [www.suffolkpd.org](http://www.suffolkpd.org).

   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 - it must be printed and mailed to the SCPD Central Records Section.

2. **BY MAIL**
   
   Mail your request & include a SELF ADDRESSED STAMPED ENVELOPE to:
   
   Suffolk County Police Department
   
   Central Records Section
   
   30 Yaphank Avenue
   
   Yaphank, NY 11980-9705

   Your request should include the following information:

   A. Your Name and Address  
   B. Date of Incident or Accident  
   C. Location of Incident or Accident  
   D. Name of Complainant  
   E. Central Complaint Number, if known  
   F. Type of Incident  
   G. If Accident, Names(s) of Vehicle Operator(s)

*NOTE: Accident reports (certified copies):*

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.

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.

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.

Please allow 7-10 business days from the date of the accident for the report to reach Central Records.

### DIRECTIONS TO SUFFOLK COUNTY POLICE DEPARTMENT HEADQUARTERS BUILDING, CENTRAL RECORDS SECTION

**FROM L.I.E.:**

**EASTBOUND:** Exit 67 (CR 21 - Yaphank Ave.) Right turn on Yaphank Ave. (CR 21) - South ½ mile, first right turn after railroad crossing bridge.

**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 SUNRISE HIGHWAY:**

**EASTBOUND:** Rt. 27 to Horseblock Rd. Exit 57N. ½ mile to Yaphank Ave. (CR 21) North 1 ½ miles to Headquarters.

**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

**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 requester.

1. **Non-Criminal Field Report (PDCS-1053)**
   
   If this box is checked, a courtesy copy (not yet certified) of a NON-CRIMINAL FIELD REPORT (PDCS-1053) will be available 24 hours after the time of report at the Precinct indicated below.

2. **Police Accident Report (MV-104A)**
   
   If this box is checked, a courtesy copy (not yet certified) of a POLICE ACCIDENT REPORT (MV-104A) will be available 72 hours after the time of report at the Precinct indicated below.

*First Precinct*

555 Rt. 109  
W. Babylon, NY 11704  
631-854-8100

*Second Precinct*

1071 Park Ave.  
Huntington, NY 11743  
631-854-8200

*Third Precinct*

1630 8th Ave.  
Bay Shore, NY 11706  
631-854-8300

*Fourth Precinct*

727 Veterans Mem Hwy  
Smithtown, NY 11787  
631-854-8400

*Fifth Precinct*

125 Waverly Ave.  
Patchogue, NY 11772  
631-854-8500

*Sixth Precinct*

400 Middle Country Rd Selden, NY 11784  
631-854-8600

*Seventh Precinct*

1491 Wm Floyd Pkwy  
Shirley, NY 11967  
631-852-8700

FOR INFORMATION ONLY: (631) 852-6015

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ACCRREDITED LAW ENFORCEMENT AGENCY

Visit Us Online at [www.suffolkpd.org](http://www.suffolkpd.org)

Crime Stoppers Confidential Tip Hotline 1-800-220-TIPS

Online Submission of Anonymous Tips – [www.tipsubmit.com](http://www.tipsubmit.com)

Text Tips: Text SCPD Plus Message To: 1-800-220-TIPS

Non-Emergencies Requiring Police Response - (631) 852-COPS