



Troy Police Department Request Copy of Official Police Report

- You may request a copy of **your Police Report** for FREE. There is no charge.
- A copy of your valid Driver License or other government issued photo ID **MUST** be included with this form when submitting in person at central police station 55 State St Troy NY, by mail, or by email.
- **This form MUST be signed.**
- If mailing this request form, please include a self-addressed stamped envelope.
- If emailing this form, please provide an email address that we may send the report to.

Mail Signed Request Form To:

Troy Police Department
Attention: Records Division
55 State Street
Troy, NY 12180

- or -

Email Signed Request Form To:

tpdreports@troyny.gov

Subject line:

First Name Last Name Request Copy of Police Report

First Name* _____ Last Name* _____

Address _____ City _____ State _____ Zip _____

Contact Number _____ Email _____

To speed up the processing of your request please provide the following information to the best of your ability.

Date of Incident _____ Time of Incident _____ AM PM

Location of Incident _____

Parties Involved _____

Incident Type _____

Incident Report # (if known) _____

Reason for Request*

Investigating Officer _____

Signature* _____ Date* _____

* Information is Required