



***Public Information Requests for Police Reports
Effective May1, 2022***

Aberdeen Police Department Records Section
60 N. Parke Street, Aberdeen, MD 21001

Office Hours:
Monday through Friday 8:00 AM – 4:00 PM
Phone Number: 410-272-2121 ext. 103.

Instructions

1. Complete a Public Information Act (PIA) request form or make the request in writing, to the Records Manager.

2. If you do not use the Form, include in your written request:

Your name, address and telephone number;
Report Number; and
Location/Address of incident.

3. Your check or money order (no cash) should be payable to Aberdeen Police Department.

Refer to the Document Fee List on Page 2

4. Submit these items by mail ONLY to the Aberdeen Police Department or place in the Drop Box outside of Aberdeen City Hall. Do not hand deliver this request in person to the police Department (No Walk-Ins):

- a. The PIA Request for or the other Written Request,
- b. The Juvenile Waiver (see #8) as appropriate,
- c. The Check or Money order payable to Aberdeen Police Department, and either
- d. a self-addressed, Stamped Return Envelope or

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- e. an email address for the report to be emailed to.
- 5. Requests will not be processed without the check or money order.
- 6. Reports will be mailed within 30 days to the address listed on your request.
 - a. (remove Reports will not be processed while you wait)
 - a. Reports will not be faxed to you
 - b. You may address urgent matters directly with the Records Manager
- 7. You will be notified by mail if your request is denied for any reason.
- 8. Attach a Juvenile waiver from the court to any request for a report that involves a juvenile arrest. Your request will be denied if the waiver from the court is not attached. Parents may choose contact juvenile services for information on the arrest of their juvenile children.

Document Fee List

There is no charge to a victim of Domestic Violence for a police report, photos, or tapes.

Add \$25.00 for Reports, Recordings, and Photos that require more than two hours of processing.

01-09 pages.....	\$5.00 per report
10-20 pages.....	\$15.00 per report
21-30 pages.....	\$25.00 per report
31-50 pages.....	\$35.00 per report
51-99 pages.....	\$50.00 per report
100+ pages.....	\$50.00 per report plus 30¢ for each copy

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Audio tapes.....	\$10.00 per tape
VHS Video tapes.....	\$10.00 per VHS tape
DVDs or CDs.....	\$20.00 per disk
MVS DVD's (in-car video duplication)	\$75.00 per DVD
Digital photos.....	\$20.00 per disk
Individual Colored Photos from color copier.....	\$3.00 per photo
Photos (Polaroid only)	
4x5photos.....	\$3.00 each
5x7 photos.....	\$5.00 each
8x10 photos.....	\$10.00 each

Photos copied as part of the police report will be charged according to the number of pages of the report. The Aberdeen Police Department does not bill for duplication of records.

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