

How Do I Request a Police Report



Guidelines for Requesting Police Reports from the Chicago Police Department

Members of the general public may obtain a copy of a case report or other document containing information to substantiate a personal injury, a loss or damage to property.

Such reports, except for *Traffic Crash Reports*, are reviewed by Department personnel prior to their release in order to remove the investigative portions and other such sensitive information.

Members of the general public may initiate this process:

1. In person, at Cental Police Headquarters,
3510 S. Michigan, 1st Floor, Room 1043,
with payment of applicable fees as designated below.
2. By mail:
Addressed to:
Chicago Police Department
Records Inquiry and Customer Service Section, Unit 163
3510 S. Michigan Ave.
Chicago, IL 60653

Please be sure to include the following information:

- 1) The victim or reporting person's name and address,
- 2) the type of location of incident
- 3) the RD number, (a report number given by the Police at

the time a report is made.)

4) accompanied by a:

- 1) self-addressed stamped envelope;
- 2) check or money order payable to the "Department of Revenue, City of Chicago" in the amount of the payment of the applicable fee as designated below.

Applicable Fees

- 1) .50 cents for each copy of a case report.
- 2) \$5.00 for each copy of a Traffic Crash Report
- 3) \$20.00 for a report generated by an accident reconstruction officer or accident reconstruction team in the case of traffic crash.

*If a member of the general public is unsatisfied with an edited report and requests a full disclosure of the information contained in any official Department report, the requester will be advised to submit a request for such information under the Freedom of Information Act to the Manager of the Records Services Division.

Letters of Clearance

A Letter of Clearance is a letter that certifies whether a person has been convicted of a criminal offense (excluding traffic or minor regulatory ordinances).

This letter is issued for passport, immigration, or adoption purposes **only** and cannot provide character reference or identification.

Members of the general public requesting a letter of clearance must request such letters in person at the Records Services Division.

Requesters can obtain these letters only for themselves, not for any other person, and will be required to present proper photo identification at the time of processing.