



Please mail completed form with payment to:

Lynchburg Police Department

Records Unit

3405 Odd Fellows Rd

Lynchburg, VA 24501

Request for an Incident Verification Report

For each report requested, a separate application is required. Please submit a search and service fee of \$10.00 with each application. Make check or money order payable to *The Lynchburg City Police Department*. This fee is non-refundable. Please enclose a self-addressed, stamped envelope.

Please complete the following:

Report/Case # (if known): _____

Type of Report: _____

Date of Occurrence: _____

Location of Occurrence: _____

Vehicle Information (if applicable):

License #: _____

Make/Model: _____

VIN#: _____

Name, address and contact number of the individual to whom this record is to be mailed (please print or type):

Contact
Number: _____

FOR POLICE DEPARTMENT USE ONLY

- ☐ Report Attached
- ☐ No Report Found (with the information provided)
- ☐ Handled By Officer - No Report Filed

Officer: _____ Phone #: _____

CC#: _____

- ☐ Loss Location Not In Our Jurisdiction

Suggest you try: _____

- ☐ Not Releasable