



**Incident and Crash Report Request Form**  
Kanawha County Sheriff's Office

**REQUESTOR INFORMATION**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_

**INCIDENT REPORT**

Date of Crime: \_\_\_\_\_  
Type of Crime: \_\_\_\_\_  
Location: \_\_\_\_\_  
Victim(s): \_\_\_\_\_  
Report # \_\_\_\_\_

**VEHICLE CRASH REPORT**

Date of Crash: \_\_\_\_\_  
Location: \_\_\_\_\_  
Driver(s): \_\_\_\_\_  
Crash Report #: \_\_\_\_\_

**Fee Schedule for Reconstructed Reports ONLY**

Date of Original Crash: \_\_\_\_\_ Reconstruction Report: \$500.00 x \_\_\_\_\_  
Original Crash Report #: \_\_\_\_\_ Scene Scan Data: \*\$500.00 x \_\_\_\_\_

**FEE SCHEDULE**

Incident or Vehicle Crash Report \$20.00 x \_\_\_\_\_ Video/Audio Recordings (\$50.00/recording): \*\$50.00 x \_\_\_\_\_  
Requesters Signature: \_\_\_\_\_ Photographs (\$1.00/photo): \*\$1.00 x \_\_\_\_\_  
\*Quantities and Prices will be given once request is processed

\*Digital media will be provided by an electronic link

*These fees are for reports of 50 pages or less in length. An additional copy fee of \$1.00 per sheet will apply after 50 pages.*  
CREDIT/DEBIT, PERSONAL CHECKS, CASHIER CHECKS, OR BUSINESS CHECKS ACCEPTED

\*Cash only accepted in person at Kanawha County Sheriff's Office

**Make personal check, cashier check, or business checks payable to: Kanawha County Sheriff's Office**

Credit/Debit Card Payments (can not accept AMEX): Credit/Debit Card Number: \_\_\_\_\_  
Additional credit/debit processing fees apply. Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_ ZIP: \_\_\_\_\_

Send to the appropriate methods listed below, including payment and a self-addressed envelope

Authorizing Signature: \_\_\_\_\_

**For Incident/ Crash Reports:**  
Kanawha County Sheriff's Office  
301 Virginia Street E  
Phone: (304) 357-0200  
Fax: (304) 357-0239

**Your request could not be processed due to the following:**

- \_\_\_\_\_ No fee/incorrect fee enclosed. See above Fee Schedule
- \_\_\_\_\_ Check or Money Order is incomplete. Please correct and resubmit.
- \_\_\_\_\_ Incomplete information submitted. Please include highlighted items upon submission.
- \_\_\_\_\_ No report could be found based on the information provided
- \_\_\_\_\_ No Photos Available \_\_\_\_\_ No Video/Audio Available
- \_\_\_\_\_ Report could not be provided due to pending active criminal, juvenile, and/or domestic investigation
- \_\_\_\_\_ Other: \_\_\_\_\_

Records Custodian: \_\_\_\_\_ Date: \_\_\_\_\_