**How to obtain a copy of an Accident Report**

1. YOU MAY MAIL IN YOUR REQUEST

Please attempt to include following information:

1. Incident/Case Number (The year of the case number plus 3-4 numbers; i.e. 14-0042, 14-042, or 14-0132)
2. Full name, DOB of person(s) involved
3. Date and time of Accident or Incident
4. Location where Accident occurred
5. Self-addressed stamped envelope OR
6. Fax number where copy of report is to be faxed to
7. Include Check or Money Order for copy of report issued to CITY OF MULVANE

**Mail to: Mulvane Police Department**

 **211 N. Second**

 **Mulvane, KS 67110**

1. YOU MAY PHONE IN YOUR REQUEST BY CONTACTING POLICE RECORDS AT (316) 777-4262

Please attempt to include following information:

1. Incident/Case Number (The year of the case number plus 3-4 numbers; i.e. 14-0042, 14-042, or 14-0132)
2. Full name, DOB of person(s) involved
3. Date and time of Accident or Incident
4. Location where Accident occurred
5. Address where copy of report is to be mailed
6. Fax number where copy of report is to be faxed to
7. Visa or MasterCard for payment
8. YOU MAY GO TO THE POLICE DEPARTMENT, 211 N. SECOND

Please attempt to include following information:

1. Incident/Case Number (The year of the case number plus 3-4 numbers; i.e. 14-0042, 14-042, or 14-0132)
2. Full name, DOB of person(s) involved
3. Date and time of Accident or Incident
4. Location where Accident occured
5. Payment may be made by Check, Money Order, Cash Visa or MasterCard.

THE COST FOR REPORTS ARE AS FOLLOWS:

May require up to 14 working days of incident for availability.

 Accidents paid with Cash, Check, or Money order are $10.00

Accidents paid by Visa or MasterCard are $11.95