



## Occurrence Summaries

What is it?

The Waterloo Regional Police Service provides summaries to:

- The person or company directly involved:
- The law firm whose client is directly involved:
- The insurance company whose insured is directly involved.

We provide police reports and insurance reports.

### Police Report

The police report will provide either a summary of the occurrence or the officer's report. All third party information will be removed.

### Insurance Report

The insurance report will provide a summary or the officer's severed report indicating items stolen and/or damage to property.

You also have the option of requesting this information through our Freedom of Information office.

How much?

\$50.00 for each report + HST = \$56.50

No Charge if it is for a victim of violence who requires a summary for housing.

How Long?

Summaries are processed in approximately 3 weeks.

Where to apply?



## WATERLOO REGIONAL POLICE SERVICE

This form is available online: Request for Summary

Please print and complete legibly and accurately.

Mail the form with a money order or certified cheque for \$56.50 to:

Waterloo Regional Police Service

P.O. Box 3070

200 Maple Grove Road, Cambridge , Ontario , N3H 5M1

ATTN: Occurrence Summaries

You can also complete the request and pay by cash or debit at Police Headquarters, Monday to Friday between 8:00am and 4:00pm.

Call (519) 653-7700 extension 8824 for more information.

Acceptable identification is required. Get details .