

# REQUEST FOR OCCURRENCE SUMMARY

1. Please complete the *Business or Personal Information* and *Occurrence Information* then sign this form.
2. Attach a money order or certified cheque for **\$56.50** (HST included) and mail to:  
*Occurrence Summaries*  
 Waterloo Regional Police Service  
 P.O. Box 3070, 200 Maple Grove Road  
 Cambridge, ON N3H 5M1  
 OR you can submit the request in person Monday to Friday between 8:00 am to 5:00 pm at 150 Maple Grove Road in Cambridge. Cash, debit and credit are accepted at this location. Individuals are required to show photo ID.
3. The summary may take up to 3 weeks to prepare.

## Business or Personal Information

Name and/or Organization

Date of Birth (YY/MM/DD)

Contact Telephone Number

Fax Number

Mailing Address

Number

Street

Apt.

City

Prov/Terr./State

Postal/ZIP code

## Occurrence Information

Police Report or Occurrence Number

Date of Incident (YY/MM/DD)

Type of Incident i.e., domestic or neighbour dispute, landlord/tenant, lost or stolen identification, insurance claim, assault, etc.

Purpose of Request

Location of Incident

Name of Other Involved Person(s)

Officer's Name

In accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), no other person's name or other personal information, witness statements or officer's opinions may be released in a summary. Should you require further information about MFIPPA, please contact Access to Information at (519) 653-7700 extension 8514.

Signed this date \_\_\_\_\_, 20 \_\_\_\_

**Signature of Applicant** \_\_\_\_\_

## For Police Use

P	Amount Collected \$ _____	ID Verified By	Date Completed (YY/DD/MM)	Completed by	Pick Up Mail Fax: _____
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Please visit [www.wrps.on.ca](http://www.wrps.on.ca), call 519-653-7700 ext. 8514 or email [foi@wrps.on.ca](mailto:foi@wrps.on.ca) for more information