



GARY J. GEMME
CHIEF OF POLICE

DEPARTMENT OF POLICE
CITY OF WORCESTER
MASSACHUSETTS 01608-1172
(508) 799-8600



Obtaining a police report:

A police report (Incident or Crash report) may be obtained from the Worcester Police Department's Records Bureau by the following means:

1. At the Records Bureau Service window located at Police headquarter, 9-11 Lincoln Sq. during the hours of operation: Monday-Thursday 8am-3pm. A form to request a photo copy of a report needs to be completed at this time. For Incident and Crime reports there is a \$1.00 per page charge. For a copy of a Crash report it is \$5.00 dollars. Reports will be sanitized and mailed back within 24 hours.
2. Fill out the Request for Photocopy form and mail it to Worcester Police Department, 9-11 Lincoln Sq. Worcester Mass 01608. Att: Records Bureau, with your payment (\$1.00 per page charge minimum two pages; for a copy of a Crash report it is \$5.00). A copy of this form is available for downloading on this website. Reports will be sanitized and mailed back within 24 hours.

All checks should be payable to the City of Worcester, and NOT the Worcester Police Department.

Reporting a crime or incident:

A crime report can be taken via telephone (508-799-8630) during normal business hours for the following incidents where there exists NO SUSPECT(S) to the specific reportable offense:

- Larcenies under \$1000.00 in value
- Larcenies from a motor vehicle under \$1000.00 in value
- Stolen bikes not involving in a break and entering or a robbery
- Missing and returned persons (an officer may have to be dispatched depending on circumstances)
- Lost or returned property
- Malicious mischief (again, without an identifiable suspect)
- Injured dogs

Records Bureau DOES NOT take reports over the phone or in person for stolen passports, green cards or medications; these reports MUST be taken by a Police Officer.

If you have any questions contact Records Bureau at 508-799-8630.

WORCESTER POLICE DEPARTMENT

REQUEST FOR PHOTOCOPY

Requests for photocopies are limited to the reports listed on this form.

The following information will not be allowed for photocopy –

Accident reports following fatalities. Before copying reports, statements concerning arrests, traffic citations, registration or license suspensions / revocations, opinions of guilt or wrongdoing and names of suspects or witnesses shall be marked out.

Each request must be accompanied by a separate check for either \$2.00 or \$5.00 depending on report selected and a self-addressed envelope to expedite mailing. Make checks payable to the CITY OF WORCESTER and mail to PHOTOCOPY SERVICE, WORCESTER POLICE DEPARTMENT, 9-11 Lincoln Sq., Worcester, Massachusetts 01608.

MAIL SERVICE DIRECTIONS

Name of Person to Whom Report is to be Sent _____ Telephone _____
Address _____
City / Town _____ State _____ Zip _____

MOTOR VEHICLE ACCIDENT

Include check for \$5.00 – Six (6) single pages or less. Each additional page - \$0.50.

DATE AND TIME OF ACCIDENT _____

VEHICLE NO. 1 OPERATOR'S NAME (Owner if parked) _____

VEHICLE NO. 2 OPERATOR'S NAME (Owner if parked) _____

LOCATION OF ACCIDENT _____
Street or Intersection _____

Check report required and include check for \$2.00 – Two (2) pages or less. Each additional page - \$1.00 each.

AUTO THEFT **ATTEMPTED AUTO THEFT** **VEHICLE RECOVERED?** YES NO
(Stolen MV)

LOCATION OF THEFT _____
STREET CITY STATE

LOCATION OF RECOVERY _____
STREET CITY STATE

DESCRIPTION OF VEHICLE _____

REGISTRATION PLATE NUMBER _____ STATE _____

OWNER OF VEHICLE _____

DATE AND TIME OF THEFT _____

THEFT REPORTED TO POLICE BY _____

Check report required and include check for \$2.00 – Two (2) pages or less. Each additional page - \$1.00 each.

BURGLARY **LARCENY** **VANDALISM** **INJURED PERSON** **OTHER**
(Not related to MV accident) (Describe)

NAME OF BUSINESS (If applicable) _____

OWNER OF PROPERTY _____

NAME OF PERSON TRANSPORTED / INJURED _____

LOCATION OF CRIME / INCIDENT _____

DATE AND TIME OF CRIME / INCIDENT _____

CRIME / INCIDENT REPORTED TO POLICE BY _____

DO NOT WRITE BELOW THIS LINE – FOR POLICE USE ONLY

No record of the above described incident being investigated by this department or having been filed at this bureau. Your check is returned herewith.

Your check is being returned herewith. It is excessive / insufficient for report requested.