|  |  |  |
| --- | --- | --- |
| EPS_crest_2008_colour (size 300) | **EDMONTON POLICE SERVICE****REQUEST FOR EPS FILES** | EPS Occurrence No.      |
|  |
| The personal information on this form will be collected and shared for the purposes outlined in Sections 39 to 43 of the *Freedom of Information and Protection of Privacy (FOIPP) Act* and other legal requirements where they are consistent with the *FOIPP Act*. If you have any questions regarding the collection of information, contact the Edmonton Police Service FOIPP Coordinator at 780-421-3346. |
|  |
| **Applicant (Please Print Clearly)** |
| Surname Given Names            | Date of Birth |
|      Year |      Month |      Day |
| Address      | Postal Code      |
| City / Province      | Business Telephone No.      | Personal Telephone No.      |
|  |
| Request for Police Report |
| [ ]  Provide copy of Police Report or Confirmation Letter – **Cost:** (***with*** EPS file number) **$52.50 *per*** file **Cost:** (***without*** EPS file number) **$78.75 *per*** file[ ]  Provide copy of Collision Report – **Cost: $52.50 *per*** file **or** **$78.75 *per*** file (***without*** EPS file number) My involvement in this collision: [ ]  Driver [ ]  Owner [ ]  Passenger |
|  **If you were a passenger, the Driver was:** |       |  |
|  |  |  |
| Occurrence Number(s) (if known)      |
| Date and Time of Occurrence / Collision      | Location of Occurrence / Collision      |
| Reason for Request                     **It is recommended you contact the Correspondence Unit at** **routinedisclosure@edmontonpolice.ca** ***prior* to making your request to determine file number(s), if the occurrence is available for release, length of processing period and whether fees will apply. Information is also available by calling 780-421-2715.** |
|  |
| **Delivery Options** |
| [ ]  Mail | [ ]  E-Mail – please provide an e-mail address:  |       |  |
|  |  |  |  |
|  |
| Signature of Applicant | Date      |

**\*\*Certified Cheques and Money Orders only. Please make payable to the City of Edmonton\*\***

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| --- |
| **Police Use Only – Proof of Identification** |
| [ ]  3rd Party Agency (please attach Third Party Consent Form) |
| 2 PIECES OF IDENTIFICATION USED \*\*ONE PIECE MUST BE CURRENT, PHOTO GOVERNMENT ISSUED ID\*\*  |
| [ ]  Driver’s Licence | [ ]  Citizenship Card | [ ]  Passport | [ ]  Social Insurance Card | [ ]  National Defense Card |
| [ ]  Birth Certificate | [ ]  Permanent Resident Card | [ ]  Indian / Metis Status Card | [ ]  Health Care Card | [ ]  Other:        |
| **IDENTIFICATION CONFIRMED BY (EPS EMPLOYEE / REG # AND UNIT):** |         |
|  |  |