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|  | **EDMONTON POLICE SERVICE****REQUEST FOR EPS FILES** | EPS Occurrence No.           |
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| 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 (FOIP) Act* and other legal requirements where they are consistent with the *FOIP Act*. If you have any questions regarding the collection of information, contact the Edmonton Police Service FOIP 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 Routine Disclosure 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.** |
| **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):** |              |