

INSTRUCTIONS FOR COMPLETING A SEARCH FOR A POLICE CRIME REPORT – INDIVIDUAL USE

DETAILS OF PERSON MAKING REQUEST

Complete your name, address and date of birth. Please note that this is the address where the report will be sent.

Prior to submitting the application, please ensure:

- The crime has been reported to Victoria Police
- Your name is on the report
- If your name is not on the report, you will need to attend at the relevant police station and submit your details

If the report is not in your name, you may not be entitled to receive a copy.

DETAILS OF OFFENCE

Please provide the LEDR/Incident Number relating to your request wherever possible.

Please mark the option that best describes the offence. If the offence is not listed, please specify.

Complete the date of the offence, the full name of the person who reported the offence and the date it was reported to police. Provide the police officer's name and the name of the police station (if known). A description of the property stolen is not mandatory but may assist in locating the report.

DETAILS THAT MUST BE INCLUDED ARE:-

- Name, address and date of birth of person making request
- Date of offence (you may specify an approximate date if you are unsure, for example Sept 2017)
- Address where offence occurred (if different from the applicant's address)
- Name of the person who reported the offence (if different from the applicant)
- Signature
- Copy of identification
- Payment

FAILURE TO COMPLETE OR COMPLY WITH ANY OF THESE INSTRUCTIONS MAY CAUSE YOUR APPLICATION TO BE REJECTED.

METHOD OF PAYMENT

A non-refundable search fee is required with each application. An Australian Cheque or Money Order must be attached at the time of application. All cheques/money orders should be made payable to Victoria Police.

For current fees please visit: <http://www.police.vic.gov.au/crime-reports#fees>

Please forward all applications to:

Insurance Section
Public Enquiry Service
Victoria Police
GPO Box 919
Melbourne VIC 3001

For all enquiries and assistance please email the Insurance Section at: insurance.rsd@police.vic.gov.au