



VICTORIA POLICE

SEARCH FOR A CRIME REPORT – ORGANISATION USE PROPERTY LOSS/PROPERTY DAMAGE

(INSTRUCTIONS OVERLEAF)

DETAILS OF ORGANISATION MAKING REQUEST:

ORGANISATION NAME			DATE OF REQUEST (dd/mm/yyyy)
STREET ADDRESS/PO BOX			YOUR REFERENCE NUMBER
SUBURB	STATE	POSTCODE	PHONE NUMBER
ORGANISATION EMAIL ADDRESS			FAX NUMBER

DETAILS OF VICTIM OF THE CRIME (PLEASE REFER TO INSTRUCTIONS OVERLEAF):

SURNAME/BUSINESS NAME	GIVEN NAMES IN FULL	DATE OF BIRTH (dd/mm/yyyy)	
STREET ADDRESS	SUBURB	STATE	POSTCODE
NAME OF INSURANCE COMPANY			CLAIM NUMBER

DETAILS OF OFFENCE:

LEDR/INCIDENT NUMBER

BURGLARY: THEFT OF MOTOR VEHICLE: CRIMINAL DAMAGE:
 LOST PROPERTY: THEFT FROM MOTOR VEHICLE: CRIMINAL DAMAGE BY FIRE:
 THEFT: VEHICLE REGISTRATION: STATE:

OTHER: (PLEASE SPECIFY)

DATE OF OFFENCE ADDRESS/LOCATION WHERE OFFENCE OCCURRED

FULL NAME OF PERSON WHO REPORTED THE OFFENCE DATE REPORTED (dd/mm/yyyy)

NAME OF POLICE OFFICER/STATION WHERE OFFENCE REPORTED – IF KNOWN

DESCRIPTION OF PROPERTY STOLEN

STATEMENT OF AUTHORITY:

I confirm that I am acting on behalf of the client aforementioned as an authorised representative and I declare that the information requested will be handled in a manner consistent with the principles of the Privacy and Data Protection Act 2014, and that there will be no re-use or disclosure of this information for a purpose other than the purpose for which the information was provided.

Signed: _____

Full Name: _____

INSTRUCTIONS FOR COMPLETING A SEARCH FOR A CRIME REPORT – ORGANISATION USE

DETAILS OF ORGANISATION MAKING REQUEST

Complete the name and address of your organisation/company together with the date, your reference number, phone, email and fax number.

DETAILS OF VICTIM OF THE CRIME

Complete the name and address of the victim, the name of the victim's insurance company and the relevant claim number (where applicable).

Prior to submitting the application, please ensure:

- The crime has been reported to Victoria Police
- The victim's name is on the report
- If the victim's name is not on the report, they will need to attend at the relevant police station and submit their details

If the victim's name does not appear on the police report we are unable to provide a copy of the report.

DETAILS OF OFFENCE

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

Please mark the option that most accurately 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.

STATEMENT OF AUTHORITY

Company representative to sign and write full name beneath. All offender details are not to be released to the client/victim.

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. Invoice account clients may email the application to insurance.rsd@police.vic.gov.au. For current fees please visit: <https://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

Application forms from third party organisations must be completed as follows:

- **Insurance companies** may apply for crime reports when their insured client has made a claim against their company in relation to the crime report for which they are applying. The form must be completed and signed by an authorised representative of the company.
- **Loss assessors/investigators** may apply for police reports when they are acting on behalf of an insurance company where a claim has been made by the insured against that company. The loss assessor must complete an application form and sign as a representative acting on behalf of the insurance company.
- **Solicitors** may apply for police reports where they are acting on behalf of an insurance company or a client. When acting for the insurance company an application form must be completed and signed. When acting on behalf of a client a signed authority from the client must be included together with the application form and a photocopy of **one** of the following forms of ID: driver licence, passport or birth certificate.

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