

REQUEST FOR OCCURRENCE SUMMARY

1. Please complete the *Business or Personal Information* and *Occurrence Information* then sign this form.
2. Attach a money order or certified cheque for **\$56.50** (HST included) and mail to:
Occurrence Summaries
 Waterloo Regional Police Service
 P.O. Box 3070, 200 Maple Grove Road
 Cambridge, ON N3H 5M1
3. The summary may take up to 3 weeks to prepare.

Business or Personal Information

Name and/or Organization

Date of Birth (YY/MM/DD)

Contact Telephone Number

Mailing Address

Number

Street

Apt.

City

Prov/Terr./State

Postal/ZIP code

Occurrence Information

Police Report or Occurrence Number

Date of Incident (YY/MM/DD)

Type of Incident i.e., domestic or neighbour dispute, landlord/tenant, lost or stolen identification, insurance claim, assault, etc.

Purpose of Request

Location of Incident

Name of Other Involved Person(s)

Officer's Name

In accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), no other person's name or other personal information, witness statements or officer's opinions may be released in a summary. Should you require further information about MFIPPA, please contact Access to Information at (519) 653-7700 extension 8514.

Signed this date _____, 20 ____

Signature of Applicant _____

For Police Use

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|---|------------------------------|----------------|------------------------------|--------------|-----------------|
| P | Amount Collected \$ _____ | ID Verified By | Date Completed (YY/DD/MM) | Completed by | Pick Up Mail |
|---|------------------------------|----------------|------------------------------|--------------|-----------------|

Please visit www.wrps.on.ca, call 519-653-7700 ext. 8514 or email foi@wrps.on.ca for more information