



Hopewell Township Police Department Accident Report Request Form

Name of Requestor: _____

Phone Number of Requestor: _____

Date of Request: _____

Date of the accident: _____

Location of the accident: _____

Accident Report Number and brief description of the accident:

Please submit to: Sgt. Jill Banovsky/Open Records Officer
1700 Clark Boulevard
Aliquippa, PA 15001
jillbanovsky@hopewelltp.com

The Hopewell Township Police Department conforms to the mandates of the Pennsylvania Vehicle Code, 75 Pa.C.S. §§ 101 et seq, in relation to vehicle accidents ("crash reports"). The said reports are only available to the involved parties or their respective insurance companies. All crash reports can be requested via by completing a Right-to-Know Form. **There is a \$15 fee for each report which is payable by CHECK or MONEY ORDER ONLY.** Payment is to be made at the Hopewell Township Municipal Building once notice that the request was fulfilled and ready for pick-up. All requestors will be required to sign a receipt of payment and if requested, show a form of legal identification.

Please Note: **It takes at least a week and generally a lot longer for the report to be written, reviewed by a supervisor, and then approved.** If the report is not available in 15 days, you may contact us at (724)378-0557. We will NOT give out information from the report over the phone; the only way to obtain information from the report is to order a copy by completing the Accident Request Form located at the Hopewell Township Police Department or on the Hopewell Township website at www.hopewelltp.com. The information is located under the municipal services-police department-information on obtaining reports.

NOTICE: The Hopewell Township Police Department complies with the Pennsylvania Right to Know Law (RTKL), CHRIA, and other applicable statutes regulating the release of information to the public. Information protected under Section 708 (b) of the RTKL (or other applicable statute) will be removed or obscured to protect that sensitive information. Please visit the Pennsylvania Department of Open Records website at [Pa. Open Records](http://Pa.OpenRecords) for additional information on the Right to Know Law.