

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
POLICE DEPARTMENT

HOW TO OBTAIN A POLICE REPORT

An individual may obtain a police report either in person or by mail.
Police reports may not be faxed.

In Person: In Person requests for records must be done by appointment. The requestor should contact the Records Office at (703) 417-8520 to schedule an appointment to obtain records. All records are located in the Records Department at the Authority's Public Safety Headquarters, West Lab Building, Ronald Reagan Washington National Airport. The basic fee per copy request is \$3.00. Payment can be made by check or money order payable to M.W.A.A. Cash is not accepted.

By Mail: You may send a letter stating your request for a report. The letter must have a legitimate signature of a party involved in the report, or a request from an attorney or insurance company. You must also submit a completed copy of this form, along with your request, and a \$3.00 per copy payment by check or money order, payable to M.W.A.A..

Requests may be mailed to:

Metropolitan Washington Airports Authority Police Department
MA-310R
Ronald Reagan Washington National Airport
Washington, D.C. 20001

Requestors are advised to allow three working days for processing of requests.
If you have any questions regarding obtaining your report,
please contact the Records Department at (703) 417-8520.

Report Number (If known): _____

Date Report Occurred: _____

Report Occurred at: National Airport
 Dulles Airport

Reporting Officer (If known): _____

To contact the reporting officer, please call: National (703) 417-8560
Dulles (703) 572-2950