



**CALGARY
POLICE
SERVICE**

5111 - 47 Street NE
Calgary, AB T3J 3R2
Mail code #615

RECEIPT OCCURRENCE SUMMARY REPORT REQUEST

PD 117 C (R2019-04)

* CPS Case File Number									
<input type="checkbox"/>	CA								
<input type="checkbox"/>	LG								
<input type="checkbox"/>	CL								

* A delay in processing time may occur without providing a Calgary Police Service Case File number.

IMPORTANT - PLEASE READ FIRST

1. Incomplete forms may be returned unprocessed.
2. Please include a signed authorization to release letter unless you are a named individual/company in the report. Authorization must be dated within 12 months of the request.
3. Motor Vehicle Accident, Theft and Property Damage reports are released through the Correspondence Unit.
4. For Domestic, Assault, Landlord/Tenant Disputes, Officer's notes and other criminal reports, contact the Access & Privacy Section at 403-428-8484 or access@calgarypolice.ca.
5. For general inquiries or to obtain a CPS Case File Number please call 403-428-5943 or 5945 or email CPScorrespondenceunit@calgarypolice.ca. Visit our website at www.calgarypolice.ca for more information and a template Authorize to Release letter.

BUSINESS OR PERSONAL INFORMATION

Date Requested	YYYY	MM	DD	Your Claim Number
Requested By (Company or Person)				Name of Your Insured / Client
Address				Requesting Company Contact Name
City				Direct Phone Number
Province	Postal Code			Email Address

OCCURRENCE INFORMATION

Occurrence Type				
<input type="checkbox"/> Auto Collision <input type="checkbox"/> Other:				
Occurrence Date	YYYY	MM	DD	Location of Occurrence in Calgary, Alberta

INVOLVED PARTIES

1	Name (LAST Name, FIRST Name)	2	Name (LAST Name, FIRST Name)
Role (driver, pedestrian, property owner, etc.)		Role (driver, pedestrian, property owner, etc.)	
Licence Plate (Mandatory when requesting a Collision Report)		Licence Plate (Mandatory when requesting a Collision Report)	

Please check to indicate a subrogated interest. Not applicable for collision reports.

Signature: _____

PAYMENT DETAILS

_____ cheque/money order payable to Calgary Police Service enclosed

_____ I would like to pay by credit card over the phone

_____ I would like to book an appointment to pay by cash or debit

Processing Fee
(GST Included): \$45.00

Payment Received