



City of Norton Police Department

NPD-107

Business: 276-679-1211
Fax: 276-679-2306

Municipal Building
P.O. Box 618
Norton, Virginia 24273-0618

Requests for Documents / Reports

There can be up to a **5-day** processing time once this form has been submitted. Once processing is complete the document can be picked up at the Treasurer's Office, main lobby of the City of Norton Municipal Building. A fee will be applied to the material requested and is due at the time of pick-up. The requested material can also be mailed, therefore; you will have to go to the Treasurer's Office and pay first. Once this form is completed, attach a copy of the receipt from the Treasurer's Office prior to turning in this form. Please complete this form entirely.

ALL REQUESTS ARE SUBJECT TO APPROVAL

Name of requester _____ Date of request _____ Time of request _____ Phone number _____

Address of requester _____ City/Town _____ State _____ Zip Code _____

Please check the appropriate box and supply the requested information:

Crime / Incident Report

Name of person involved _____ Date of incident _____

Location of incident _____

Type of incident (such as larceny, domestic, assault) please explain _____

Reason for request _____

Motor Vehicle Accident Report

Name of person involved _____ Date of accident _____

Location of Accident _____

Reason for request _____

Personal pickup \$2.00

Mailed (receipt attached) \$3.00

Signature of requester _____ Date _____

OFFICE USE ONLY BELOW THIS LINE

Approving supervisor _____ Unit No. _____ Date _____

Dispatcher completing request _____ Unit No. _____ Date _____