

DEPARTMENT OF RECORDS

POLICE RECORDS UNIT (PRU)



The Police Records Unit is located in room 167, City Hall.
Hours of operation are Monday through Friday from 8a.m. to 2p.m.
Copies of the following types of reports may be obtained from the PRU.

- **Traffic Accident Reports/Photographs**
- **Police Incident or Offense Reports**
- **Police Record Checks**
- **Fire and/or Emergency Medical Services (EMS)**
- **Letters of Good Conduct**

Traffic Accident Reports/Photographs

Traffic Accident Reports are processed by the Philadelphia Police Department and made available to the Department of Records, usually within five to ten working days following the accident. Accidents involving pileups, serious injury, or death may take considerably longer.

Traffic Accident Reports may be obtained by:

- **Personal visit**
- **Mail**
- **Internet**

Personal visit

To apply for an accident report in person, come to the PRU during stated operating hours and request an “Application For Traffic Accident Report”, (Form number 82-23). Complete and submit the form along with a fee of \$15.00.

Mail

To obtain a traffic accident report by mail you can either use the application form or request the accident report by letter, including the following information:

Name and Address of Applicant

Date of Accident

Location of Accident

Name of Person(s) Involved

District Control Number (This number consists of the year, police district where the accident occurred, and the number of the report from that district)

Send your request to:

Department of Records
Police Records Unit
Room 167, City Hall
Philadelphia, PA 19107

For each report requested, enclose a stamped, self-addressed envelope along with a non-refundable fee of \$15.00, check or money order only, payable to: “City of Philadelphia”.

Internet

To apply for an accident report using the Internet, visit our website at www.phila.gov and click on “Police Accident Reporting”. Follow the instructions in order to obtain your report.

Traffic Accident Photographs

Photographs of the accident scene, if available, may be obtained by submitting a request on the same form number 82-23. Only accidents involving serious injury or death are photographed. In all cases, the entire set of photographs taken at the scene must be purchased. The fee for photographs is \$25.00 for the first print, \$8.00 for each additional print.

Allow 10 days for receipt of photographs.

Police Incident or Offense Reports

Apply in person at the Police Records Unit or by mail.

Request form number 82-47.

Fee is \$15.00 (non-refundable).

Allow 15 days for report.

Police Record Checks

Apply in person at the Police Records Unit or by mail.

Request form number 75-343.

Fee is \$35.00.

Allow 10 days for report.

Fire and/or Emergency Medical Services (EMS)

Apply in person at the Police Records Unit or by mail.

Request form number 82-311A.

Signed authorization of the injured party MUST be given.

Fee is \$10.00 (non-refundable).

Allow 10 days for report.

Letters of Good Conduct

Apply in person at the Police Records Unit or by mail.

Request form number 75-343.

Fee is \$35.00 (non-refundable).

Allow 10 days for report.

POLICE DISTRICT LOCATIONS AND TELEPHONES

TO STOP A CRIME OR SAVE A LIFE - 911

DISTRICT #	LOCATION	TELEPHONE
1st	24th & Wolf	686-3010
2nd	Harbison & Levick	686-3020
3rd	11th & Wharton	686-3030
4th	11th & Wharton	686-3040
5th	Ridge & Cinnaminson	686-3050
6th	11th & Winter	686-3060
7th	Bustleton & Bowler	686-3070
8th	Red Lion & Academy	686-3080
9th	401 N. 21st	686-3090
12th	65th & Woodland	686-3120
14th	Haines W. of Germantown	686-3140
15th	Harbison & Levick	686-3150
16th	39th & Lancaster	686-3160
17th	20th & Federal	686-3170
18th	55th & Pine	686-3180
19th	61st & Thompson	686-3190
22nd	17th & Montgomery	686-3220
23rd	17th & Montgomery	686-3230
24th	3901 Whitaker Ave.	686-3240
25th	3901 Whitaker Ave.	686-3250
26th	E. Girard & Montgomery	686-3260
35th	N. Broad & Champlost	686-3350
39th	22nd & Hunting Park	686-3390
90th	Memorial Hall	686-2241
92nd	Gypsy & Lincoln	686-7292
Airport-77th	International Airport	937-6917, 18
Acc. Inv. Div.	Memorial Hall	685-0069
Highway		686-3103