

**CITY OF PHILADELPHIA**  
**Department of Records**

Police Accident Report Regulation  
Pursuant to Chapter 21-2000 of The Philadelphia Code.

SECTION 1. Pursuant to Chapter 21-2000 of The Philadelphia Code, the following requirements shall apply to the release of police accident reports by the Department of Records:

(1) Only the following persons, authorized under 75 Pa. C.S. § 3751(b)(1), may apply for and obtain a copy of a police accident report from the Department of Records:

(a) Any person involved in the accident for which the police accident report was filed;

(b) The attorney of any person under (a);

(c) The insurer of any person under (a);

(d) The Federal Government and any branch of the military service;

(e) Commonwealth Agencies;

(f) Officials of any Pennsylvania political subdivision;

(g) Agencies of other states or nations, and their political subdivisions.

(2) Applicants for copies of police accident reports shall submit such application form, such supporting affidavit, and such other documentation as the Department of Records may require, and in such form as the Department may require, including, but not limited to:

(a) For a report requested pursuant to subsection (1)(a) (by a person involved in the accident for which the police accident report was filed), all of the following:

(i) A completed and executed affidavit verifying that the applicant is a person involved in the accident for which the police accident report was filed.

(ii) Valid, government-issued photo identification verifying the applicant's name and current address; or a statement that the applicant does not possess government-issued photo identification, accompanied by such proof of the applicant's identity and current home address as the Department of Records deems acceptable.

(b) For a report requested pursuant to subsections (1)(b) through (g), all of the following, as applicable:

(i) A completed affidavit executed by the applicant, in such form as specified by the Department of Records, verifying that the applicant is a person entitled to obtain the requested police accident report under 75 Pa. C.S. § 3751(b)(1).

(ii) If an applicant elects to authorize an employee or agent of the applicant to obtain the report on the applicant's behalf, the applicant shall submit a statement personally identifying the individual who will receive the report on the applicant's behalf, and certifying that such individual is authorized to receive the report on the applicant's behalf.

(iii) Valid, government-issued photo identification verifying the name and current address of the applicant, except that if the applicant has authorized an individual to obtain the police accident report on the applicant's behalf as set forth in subsection (2)(b)(ii), such individual shall present valid, government-issued photo identification verifying his or her name and address.

(iv) Attorneys requesting a police accident report pursuant to subsection (1)(b) (on behalf of a client involved in the accident for which the report was made) shall further submit a statement signed by the client indicating that the attorney represents the client.

(3) A fee of \$25 shall be paid at the time the application for a copy of a police accident report is submitted to the Department of Records. A separate application and application fee shall be submitted for each police accident report requested.

(4) Police accident reports shall not be available from the Department of Records in any manner except as provided in this Regulation; provided that, the Department may, subsequent to the effective date of this Regulation, authorize access to police accident reports on such other terms as the Department may specify.

SECTION 2. This Regulation shall become effective January 13, 2012, or at such time as provided by Section 8-407 of the Philadelphia Home Rule Charter, whichever is later.