



**HOWARD COUNTY DEPARTMENT OF POLICE
RECORDS SECTION
3410 COURT HOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
410-313-2250**

911 RECORDING REQUEST

To receive a copy of a 911 transmission, please fill out the following information and mail this request, along with payment, to the above address. You may also deliver this request in person at the Howard County Police Department Headquarters Building located at 3410 Court House Drive, Ellicott City, Maryland 21043. Please allow 10 business days to process your request.

There is a \$70.00 reproduction charge for each recording requested. Payment must be in the form of a check or money order made payable to HOWARD COUNTY DIRECTOR OF FINANCE. Cash will not be accepted.

Please include as much information as possible. In the event there is a question concerning your request, please include a work and home phone number. Also indicate the address to which the CD is to be mailed. Recordings cannot be picked up. HCPD retains recording for the last year (365 days).

Attention Media Outlets: All requests from members of the media for 911 tapes must go through the Howard County Police Department, Office of Public Affairs which can be reached at 410-313-2236

----- (P l e a s e T y p e o r P r i n t) -----

TODAYS DATE: _____

REPORT NUMBER: _____ DATE/TIME REPORTED: _____

TYPE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

REQUESTING PERSONS NAME: _____

REQUESTING PERSON'S INVOLVEMENT: _____

REQUESTING PERSON'S ADDRESS: _____

CD TO INCLUDE:

911 RECORDING _____ POLICE TRANSMISSION _____ BOTH: _____

PHONE NUMBERS: _____
HOME/CELL WORK

PLEASE ENCLOSE CHECK OR MONEY ORDER (NO CASH ACCEPTED) IN THE AMOUNT OF \$70.00 (SEVENTY DOLLARS) MADE PAYABLE TO: HOWARD COUNTY DIRECTOR OF FINANCE

LOG#: _____ DATE PROCESSED: _____