



Harper College Police Department
1200 W. Algonquin Road
Palatine, IL 60067
847.925.6330
847.925.6646 fax

REQUEST FOR HARPER COLLEGE POLICE REPORT

To be completed by report requestor:

Date/Time/Location of Incident: _____

Type of Incident: _____ Report #: _____

Request made: In-person Phone Harper Mail US Mail
 Other: _____

Person Requesting: _____

Address: _____

Telephone: _____

Date Requested: _____

HCPD completion at time of request:

Report will be received: In-person US Mail Harper Mail
 Faxed (verified agency) _____

Report release approval:

Report release approved per HCPD # _____ Date/Time: _____

Report ready on: _____

Contacts (Date): Requestor called: _____ Report mailed: _____

Report release denied per HCPD # _____ Date/Time: _____

Report denied due to: _____

HCPD completion at time of report pickup:

Identity Verified: By HCPD# _____ Date: _____

Payment (\$5.00): Cash Check # _____ Money Order # _____
Not required per _____

Report picked up on: _____ From HCPD # _____

HCPD Receipt #: _____

This original request will be attached to the original Harper College Police report.