Division of Emergency Services
Washington County, Maryland

16232 Elliott Parkway, Williamsport, Maryland 21795
240-313-4360 Fax: 240-313-4361

REQUEST FOR PUBLIC RECORD

To receive a copy of a public record held by the Division of Emergency Services, please complete this form and submit the accompanying fee. This request may be submitted in person, by regular mail or fax. There is a fee associated with researching, developing and creating a copy of the public record in accordance with County policy; in some circumstances, an advance deposit may be required. Recordings cannot be picked up while you wait. The Division of Emergency Services shall make every effort to process your request as promptly as possible considering routine workload and emergency conditions. Copies of the public record will not be provided until the fee has been collected. An estimate of charges may be provided upon request. Make checks payable to the Washington County Treasurer.

Incident Number: _____ Type of Incident: _____

Date and Time of the incident: _____

Location of the incident: _____

Type of record requested: _____

Requestor _____ Date of Request _____

Affiliation: _____

Address: _____

City/State/Zip:_____

Contact Telephone Information: Day _____ Evening _____

Additional Information: (Such as what phone number(s) called 9-1-1, date range and any other information the requestor may deem helpful)

Affiliation:

___ State's Attorney's Office
___ Volunteer Fire or EMS Company
___ Local or Municipal Government
___ Law enforcement Agency
___ County Department
___ Other: _____