PANAMA CITY BEACH POLICE DEPARTMENT

**TO HAVE A POLICE REPORT COMPLETED BY MAIL OR EMAIL**

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**FULL NAME**

**DATE OF BIRTH**

**RACE/SEX**

**COMPLETE ADDRESS**

**PHONE NUMBER** *(Home and Cell)*

***PLEASE NOTE: IF OWNER OF VEHICLE or PROPERTY IS DIFFERENT THAN YOU,***

***I WILL NEED ALL OF THIS INFORMATION FOR THEM AS WELL***

***I WILL ALSO NEED ALL OF THIS INFORMATION FOR ANY WITNESSES TO CRIME***

**WHERE YOU WERE STAYING WHILE IN PANAMA CITY BEACH** *(Hotel and room number)*

**INCIDENT LOCATION** *(Name of Business/Residential Address or closest business if on beach)*

**INCIDENT DATE**

**INCIDENT TIME FRAME** *(Example: 10am – 4pm)*

**TYPE OF INCIDENT** *(Theft/Burglary/Vehicle Burglary/Criminal Mischief/Battery/Fraud/Credit Card Fraud/etc.)*

**COMPLETE DESCRIPTION OF ITEMS STOLEN** *(Please include Name of Item; color; serial number and phone number if phone. Please include any special or unusual characteristics – Stickers, Cases or markings you put on the item.)*

**RETAIL OR APPROXIMATE VALUE OF EACH ITEM STOLEN AND THE TOTAL.**

**WHERE WERE THE ITEMS WHEN THEY WERE STOLEN** *(Vehicle-where in vehicle, backpack, hotel room, in drawer, etc.)*

**COMPLETE DESCRIPTION OF SUSPECT(S)** *(Name; Date of Birth; Address and Phone Number if possible. If not, complete description including: Height; Weight; Build; Hair color and length; color of eyes and clothing descriptions. Any noticeable or unusual characteristics: Tattoos; piercings or unusual hair or clothing. Vehicle descriptions/tag numbers. Try to answer who, what, when, where, and why.)*

**IF CRIME INVOLVED YOUR VEHICLE** *(Please include Year; Make; Model; Color; Tag Number/VIN Number; Name of insurance company and policy number; Noticeable damage and where vehicle was parked)*

**GIVE A COMPLETE DESCRIPTION OF ENTIRE INCIDENT FROM START TO FINISH** *(Remember that I am not there to ask you questions and I need to know every detail in order to complete a good report for you!)*

***Please be sure to include any contact/conversations you have had with anyone relating to your case – Hotel management/business owner/other victims/etc.***

**PLEASE SCAN AND ATTACH ANY DOCUMENTS RELATED TO THE CASE AND IF POSSIBLE ATTACH ANY PICTURES YOU MAY HAVE TAKEN**

**DO YOU WISH TO PURSUE CHARGES IF A SUSPECT IS LOCATED?**

*(Remember that you may be required to return to Bay County (Panama City) to go to court if you pursue charges.)*

**MAIL OR EMAIL THE INFORMATION TO:**

Panama City Beach Police Department

Attention: Records

17115 Panama City Beach Parkway

Panama City Beach, Florida 32413

[records@beachpolice.org](mailto:records@beachpolice.org)

**WE WILL EMAIL YOU BACK WITH A CASE NUMBER. IF YOU NEED A COPY OF THE REPORT, SEND $5.00 CHECK OR MONEY ORDER TO THE DEPARTMENT AT THE ADDRESS BELOW. MARK THE ENVELOPE- ATTENTION: RECORDS DEPARTMENT. WE WILL MAIL OR EMAIL YOU A COPY OF THE REPORT UPON RECEIPT. PLEASE REMEMBER TO INCLUDE THE CASE NUMBER WITH YOUR REQUEST SO IT WILL BE EASIER TO LOCATE YOUR REPORT.**