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!)
I parked car there because bought put tag on it so could register and it was gone.

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

WE WILL EMAIL YOU BACK WITH A CASE NUMBER. IF YOU NEED A COPY OF THE REPORT, SEND $3.00 CHECK OR MONEY ORDER TO THE DEPARTMENT AT THE ADDRESS ABOVE. 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.