

**CIVIL PROCEEDINGS – CHARGES FOR THE SUPPLY OF INFORMATION FROM  
POLICE RECORDS**

REVISED FEES and CHARGES – effective from January 2015

	<b>2014/15</b>
<b>Accident Reports</b>	
	<b>£</b>
Copy of Accident Report	67.83
Additional pages for same incident (per page)	3.90
Limited particulars (RT Law details)	32.10
Fatal Accident – Accident Investigation report	388.20
Fatal Accident – Reconstruction video	77.40
Rough Data (per page)	25.80
Copy of Scale Plan – other than in collision report	38.80
Crash Investigation Unit report	398.09
Crash Investigation Unit detailed plan	153.17
Other technical reports (e.g DVS report)	269.74

<b>Copies of Photographs</b>	
From digital camera ( <b>per disc</b> )	19.00
A4 Index sheet ( <b>digital</b> )	19.00
Photographs ( <b>first photo</b> )	25.80
Each subsequent photograph	2.90

<b>Copies of statements – other than in booklets</b>	
Official witness statement	33.20
Cost of own clients statement	00.00
Request for third party/witness consent of release of statement/details (other than when statement is released)	12.80
Copy of witness statement ( <b>witness consent already obtained</b> )	38.80
Copy of witness statement ( <b>witness consent not previously obtained</b> )	51.60
Copy of ‘Caution Replies’ witness statement ( <b>witness consent already obtained</b> )	19.40
Copy of ‘Caution Replies’ witness statement ( <b>witness consent not previously obtained</b> )	32.20
Interview with Police Officer (per officer)	134.45
Request for a statement to be written by Police Officer	129.00
Transcripts of interview record (only where prepared during investigative process)	51.60
Copies of VHS videotapes	77.40
Copies of audio tapes	77.40
Copies of CDs/DVDs	19.00

<b>Cancellation charges</b>		
REFUND	If request is cancelled prior to search	REFUND
	If search is made prior to cancellation	32.10

	If search is made and documents ready for dispatch	77.40
	Abortive search	32.10

<b>Fingerprinting Fees</b>		
	One set	72.90
	Additional sets thereafter (each)	36.40

<b>Requests for Disclosure of Information</b>		
	Request for information (up to 1 hours work)	40.60
	Request for information (up to 2 hours work)	81.20
	Hourly rate for work above 2 hours (including redaction)	27.10

<b>Other Common Items</b>		
	Crime Report	82.10
	PNC Convictions	32.70
	Domestic Violence Report	49.30
	Occurrence Summary	16.50
	Custody Record	16.50

All requests for police documentation are to be accompanied by a cheque, crossed and make payable to the 'Treasurer of the States'.

Dr Helen Miles  
**Director of Criminal Justice**