

**CITY OF PHILADELPHIA – DEPARTMENT OF RECORDS  
APPLICATION FOR ACCESS TO POLICE REPORTS WEB SITE**

**Company Information:**

Company Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**Contact Information:**

Primary Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Secondary Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Billing Information:**

Billing Name: \_\_\_\_\_  
Billing Address 1: \_\_\_\_\_  
Billing Address 2: \_\_\_\_\_  
Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Billing Notes: \_\_\_\_\_

**Access Information:**

User ID: \_\_\_\_\_ Password: \_\_\_\_\_

**Escrow Deposit:** (minimum amount \$1,500)

Reports Requested Monthly: \_\_\_\_\_ **X \$15** (Report Fee) **X 3 = \$** \_\_\_\_\_ Escrow Deposit

Please send a copy of this **application** and a **money order, company or cashier's check** payable to the "City of Philadelphia" in the amount calculated above as the "Escrow Deposit" to:

**Department of Records  
Traffic Accident Reports – Web Access  
Room 167 City Hall  
Philadelphia PA 19107-3298**

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**Account Terms & Conditions**

***Open Account***

1. The City will establish the company's account, within three to four weeks of receiving a completed and signed application and the initial escrow deposit.
2. The escrow deposit is an amount that represents the projected expenditure a company expects to make on police reports over a three-month period. The algorithm to calculate this amount is on the reverse side. The minimum escrow deposit is \$1,500.00.
3. Initial and all subsequent deposits to the escrow deposit account must be in the form of cash, money order, cashiers check or a check drawn on the Applicant's business account and payable to the City of Philadelphia. The City will assume no liability for accepting unauthorized deposits to the escrow deposit account.

***Account Use***

4. The fee per police report will be the City's current fee and will be charged against the escrow deposit account when the report is first viewed.
5. Once a company pays for a police report, it will not be charged for additional viewings of the report.
6. The City will issue invoices periodically listing the company's incurred charges and payments the City received for the account. The company will replenish the escrow deposit account for the amount listed on these invoices issued by the City.
7. The purchase of additional reports will be prohibited if the balance of the deposit escrow account reaches zero. Once monies are received from the company, the account will be replenished and access to reports will be available within three to four weeks.
8. If any check to replenish the account is dishonored, the account will be placed in an inactive status until the matter is resolved. While the account is marked inactive, no reports may be viewed or purchased.
9. The company will be responsible for monitoring their escrow deposit balance via the invoices.
10. If the number of report requests exceeds the three-month estimated, the City may require the company to increase the amount in its escrow deposit account.
11. The City will not reimburse the company for unauthorized use of the company's system account or unauthorized charges to the company's escrow deposit account. The company will be charged for any report requested, whether the company wants the report or not.
12. Any interest or income earnings that accumulate in the account will become property of the City.
13. The company is expected to retrieve police reports and store them at their location. Excessively using the system for viewing reports instead of storing them locally may result in termination of the account.
14. The company agrees with the "Terms Of Use" documented on the web site.

***Account Discrepancies***

15. The company must report any discrepancies to the City of Philadelphia within 30 days of the invoice date, or such discrepancy shall be deemed waived by the company.

***Account Termination***

16. The company will provide a notice to the City on its company letterhead and signed by an authorized representative, to terminate the account. The subscriber also agrees to the amount of time the City requires to issue a refund, should an available escrow deposit account balance exist.
17. The City reserves the right to terminate a company's privileges for failing to comply with any of the account terms and conditions of this application. The City also reserves the right to terminate a company's privileges if the company's representatives are uncooperative or unprofessional in any dealings with the City related to the use of the system or account, including the resolution of discrepancies.

***Authorized Agent***

18. Company will specify the name and title of the person authorized create this account and sign on behalf of the company. The City shall not be responsible for verifying the validity of the authorization or its signatories.

By signing below, I am stating that I agree to abide by the account terms and conditions as set forth in the above application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_