



Van Wert City Police Department  
Chief Joel Hammond

515 East Main Street  
Van Wert, Ohio 45891  
P: 419-238-2462

## Instructions for Reporting a Crime

*This form is not an actual police report. This form is a request to the Van Wert PD to make a report on the listed incident. Please note the following.*

You **CAN NOT** request a report if:

- 1) This is an emergency, if this is an emergency call 911
- 2) If violence or threats of violence have occurred, contact police department directly.
- 3) If you are reporting a theft of a firearm (gun), license plate, stolen motor vehicle or stolen hazardous material.
- 4) If you are reporting a theft where the value of property is more than \$1000.
- 5) If there is physical evidence that needs to be collected.
- 6) This is a motor vehicle accident.

If you answer "Yes" to any of those questions you cannot file an online report. Please contact the Van Wert PD's NON-Emergency at 419-238-2462 or if it's an emergency call 911.

### **Once the Form is completed:**

1) Save it, then email the completed form to [vanwertpd@vanwert.org](mailto:vanwertpd@vanwert.org).

Or;

2) You may also print out this form and submit it in person or mail to the Police Department at 515 East Main Street, Van Wert, Ohio 45891.

*\*\*If you are using a mobile device to fill this form out you will need to download adobe pdf reader app onto your phone. The app is free but you will not be able to fill out the form without it.\*\**

**You will receive a communication from our Staff within 72 hours. Please do not call or email within that 72 hours to inquire about your report.**