



ACCESS TO SPVM DOCUMENTS

To request a copy of an event report

- ° in which you are the complainant: see **Archives**
- ° in which you are not the complainant: see **Law**

To request a copy of an automobile accident report

- ° with property damage only (including hit-and-run): see **BAM**
- ° with injuries (with or without property damage): see **Archives**

To request a copy of any other document see **Law**

ARCHIVES

To request a copy of an event report or proof of police response in which **you are the complainant** or an accident report, you must send a duly signed letter by mail to the following address:

Section des Archives
Service de police de la Ville de Montréal
5000, rue d'Iberville, B - 135
Montréal (Québec) H2H 2S6
Phone: 514-280-2970
Fax: 514-280-2985

In the request, you must provide your full name, your current address and phone number, the event number, your date of birth, the place where the event occurred, the date of the event, the type of event (*such as accident, misdemeanour, theft or assault*) and the reason you want a copy of the report. **You must sign the request.**

Please include:

- 1- A copy of a government-issued identification document, *such as a health care card, driver's licence or passport*. The identification document must bear your signature and photograph. The copy must be clearly legible.
- 2- A cheque, postal money order or bank money order in the sum of **\$15.50**, made out to the "Ville de Montréal."

Please note that it may take up to eight weeks to process your request, due to the high volume of requests we received.

BAM

For a copy of an accident report with no injuries, you can file a request at an Accès Montréal office (BAM) near you. The processing time is about 10 days. The cost is **\$15.50**.

A list of client service points can be found online at www.ville.montreal.qc.ca or by calling (514) 872-0311.

CORONER

When death was the subject of a coroner's investigation, it may be possible to get a coroner's report. Moreover, in exceptional cases, the ministre de la Sécurité publique du Québec may authorize the coroner en Chef du Québec to provide a police report.

Any request for a violent death or death other than natural should be addressed to:

Coroner en chef
Édifice Le Delta 2, bureau 390
2875, boulevard Laurier
Sainte-Foy (Québec) G1V 5B1
Téléphone : 418-643-1845
Sans frais : 1-866-312-7051
Télécopieur : 418-643-6174

LAW

To request a copy of an event report or a proof of police response in which **you are not the complainant** or for copies of other documents, such as call histories or blood alcohol level results, you must fax or mail a duly signed written request to:

Responsable de l'accès à l'information SPVM
Section des archives
5000, rue d'Iberville, Porte B.135
Montréal (Québec) H2H 2S6
Télécopieur : (514) 280-2985
Téléphone : (514) 280-2970

Please follow the instructions below when you write your access to information request. It must be as specific as possible in order to identify and find the documents.

If you want a copy of an event report, you must provide:

- The event number
- If you do not have this number, you must provide your date of birth so searches can be made to find it.

If you want a copy of a call history, you must provide:

- The call number
- If you do not have the call number, you must provide the exact dates or the month and the location where the police officers were sent.
- If you called from a cell phone, you must provide the cell phone number as well as the name of the service provider, the location from which you placed the call and the location for which the call was made.

✍ You must also provide your name, full current address and phone number. Please remember to **sign** your letter at the bottom.

Please note that a fee is charged for document reproduction if you want a copy. The fee is **\$15.50** for a copy of an event report, proof of police response or call history, and **\$0.38** per page for photocopies of other documents.

In all cases, enclose a copy of a government-issued identity document *such as a health care card, driver's licence or passport*. The identity document must bear your signature and photograph, and the copy must be clearly legible.

The processing time is 30 days after receipt of your request.

Restrictions on access rights

The SPVM may refuse to share a document or confirm its existence if it contains information that could, for example, hinder an investigation, reveal investigation methods, endanger someone or cause detriment to the person who provided the information or the person the information is about.

Identifying information

Identifying information is information about an individual that can be used to identify that individual (such as age, sex, skin and hair colour, CV, etc.).

This information is confidential except in certain cases provided by law. Its disclosure can only be authorized by the individual concerned. Protecting this information is one of the roles of the document access coordinator in public organizations.