



GALLUP POLICE DEPARTMENT NON – EMERGENCY INCIDENT REPORT



451 Boardman Dr.
Gallup, New Mexico 87301
(505)863-9365, Fax# (505)722-5726

Type of Incident: _____ Incident Number: _____

Date and Time Incident began: _____

Date and Time Incident ended: _____

Address/Location of Incident: _____

(Must have occurred within the City Of Gallup)

Name of Person making report:		Social Security Number:	Date of Birth:	Age:
P.O. Box Number:	Street Address:	City, State, Zip Code		
Male <input type="checkbox"/> Female <input type="checkbox"/>	Drivers License / ID #, State Issued:	Home Phone #	Cell Phone #	
Name of Witness:	Social Security Number:	Date of Birth:	Age:	
Name of Business:	Street Address:	City, State, Zip Code		

Narrative (Basic Facts)

(If additional writing is needed you may attach a separate sheet of paper)

I understand it is a Criminal Offense to file a false Police Report

Date Printed Name Signature

Date Printed Name & Employee Number – Officer/Sergeant Signature



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Please return form to the Gallup Police Department during normal business hours, within 5 working days to officially be filed with the department. You may e-mail the form to GPDRecords@gallupnm.gov

Please fill out the form for the following:

Criminal Damage – when an unknown person damaged or vandalizes any of your property without going into your vehicle (Under \$1000).

Shoplifting – under \$500 with no suspect information

Falsely Obtaining Service – example; someone ate a meal at your business but did not pay for it.

Larceny – An unknown person took something that belongs to you without entering your vehicle or residence. (Under \$500 felony level)

Fraud – An unknown person used deception to take money or resources from you (Example, scams and credit card issues).

Harassment – Telephone/Cellphone/Text message, Internet (Facebook, Instagram, etc.).

Civil Report – when a citizen desires to submit a report about a civil matter such as a custody dispute, neighbor dispute, etc.

Informational Report – when a citizen wishes to inform the Police Department about any issue (excluding the list of things not covered by this form), even if the issue does not involve a crime (Example – traffic issues, crime tips, etc.).

Lost item(s) – wallet, ID/DL card, cell phone, credit card(s), etc.

All stolen property needs to have a make, model and dollar amount (can be listed in narrative).

If what you have to report does not fall within these categories, please call the non-emergency number at (505)722-2231 or if you have an actual emergency call 911.