

Fees for Services - Appendix A

I. PURPOSE

The purpose of Appendix A is to establish a standardized fee schedule for administrative services provided by the Butler University Police Department (BUPD) to the general public and the university community.

II. FINGERPRINTING SERVICES

- A. The Butler University Police Department provides fingerprinting services for employment, licensing, or other legal requirements.
- B. A fee of \$10.00 shall be charged per person for fingerprinting services provided to any member of the general public.

III. INCIDENT REPORTS

- A. Copies of official BUPD Incident Reports may be requested through the Investigative Section during standard business hours.
- B. **General Public:** A fee of **\$10.00** shall be charged per report for requests made by the general public, including insurance companies and legal representatives.
- C. **University Community Exemptions:** Incident reports shall be provided **free of charge** to current Butler University Students, Staff, and Faculty upon presentation of a valid Butler University Identification Card (ID).

IV. CRASH REPORTS (VEHICLE ACCIDENTS)

- A. Individuals seeking to obtain a copy of a crash report must access the online portal at **BuyCrash.com**.
 - 1. Fees for crash reports are determined and collected directly by the BuyCrash.com service.
 - 2. BUPD administrative staff will not collect fees for crash reports at the police station.

V. PAYMENT METHODS

Fees collected on-site at the Butler University Police Department must be paid via the approved methods (business check or credit/debit card). Receipts will be issued for all transactions.

**No personal checks accepted.*