

Instructions:

Requests for all reports and visual media shall only be honored after this form has been completed. When complete, submit this form to the Upper Southampton Township Police Department either in person or by mail. Payment is due upon request and cash or checks are accepted as per the price list at the bottom of the page. Please make checks payable to **Upper Southampton Township**. Payment is still necessary even if accompanied by a valid subpoena for appropriate service.

Requestor:

Name:		Signature:	
Address:			
Phone#:	Cell#:	Fax#:	
Email:			

Report Information:

Incident Report Number:
If unknown, indicate date, location and type of incident:
Indicate specific type of report requested:

Visual Media:

Incident Report Number:
If unknown, indicate date, location and type of incident:
Indicate specific type of media requested:

Reports / Visual Media Prices:

The below prices reflect the most common report request:		
Incident Reports: \$10.00	Non-Reportable Accident Reports: \$10.00	Reportable Accident Reports: \$15.00
Photographs: \$15.00 per page with four photos per page on 8½" x 11" plain paper		
Photos / Video on a CD or DVD: \$50.00		
Employment Fingerprinting: \$20.00 for up to 3 cards. \$5.00 for each additional card.		

Approval and Appeal Process:

If your request is approved, the information will be mailed to the requestors address via US Mail. Please ensure you allow enough time for your request to be processed and sent out. Normal requests take 3 business days to be processed. If your request is denied you have a right to appeal within 15 days. Please refer to the PA Right to Know Law for information on the appeal process. If your request is denied for any reason, your money will be mailed back to you. **Note:** Most requests that are denied are usually done so on the grounds that the information is investigative or sensitive in some way as outlined by the PA Right to Know Law.

Department Use Only:

Request Approved: <input type="checkbox"/>	Initial/Date:	
Request Denied: <input type="checkbox"/>	Initial/Date:	Reason: