

REPORTS / VISUAL MEDIA & INFORMATION REQUEST FORM

REQUEST RECEIVED
DATE STAMP BELOW

THIS SECTION DEPARTMENT USE ONLY



WT- _____

REQUEST RECEIVED BY: _____

PAID BY: C.C. CHECK MONEY ORDER NO CHARGE AMT PAID:\$ _____

WILL PICK UP PLEASE MAIL REPORT

DISTRIBUTION LOG #: _____ DATE RELEASED: _____

THIS SECTION DEPARTMENT USE ONLY

Name of Requester
(Please print) _____
Last First MI

By signing I agree to the terms at the bottom of page:

Signature: _____ Date: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

REQUESTER'S IDENTIFICATION WAS VERIFIED BY: STATE ID / LIC OTHER _____

Please identify each of the documents that is subject to this request.

Please check one of the following boxes:

If you are requesting a copy of the documents identified above, please check one of the following boxes:

- I want a paper copy of the documents
- PHOTOS / VIDEO: I want a computer-readable copy of the documents on C.D. (\$50.00)
- PHOTOS Printed on Paper (SEE PRICE CHART BELOW) PHOTOS PER PAGE _____

Please be advised payment is due upon request based off price chart below, **(ONLY CREDIT CARDS / CHECKS / MONEY ORDERS ACCEPTED)**, we **do not** accept Cash. Checks or Money Orders should be made payable to: "Warminster Township". If the request is outright denied in full for any reason, your payment will be sent back to you. If your request is approved (partially or in full), the information will be mailed to the address stated above via U.S. Mail. **Please ensure you allow enough time for request to be processed and sent out, normal request can take a few days to be processed depending on circumstances. Payment is still necessary even if accompanied by a valid subpoena for appropriate services.** If request is denied, you have a right to an appeal within 15 days, Please refer to Pa Right to Know Law for information on appeal) **Note:** Requests that are denied in part or full are usually done so on the grounds that the information is investigative or sensitive in some way as outlined by Pa Right to Know Law.

Prices for the most common requests are as follows:

REPORTS: All Accidents \$15, All Other Incident Type Reports \$20. **(CHECK, MONEY ORDER OR CREDIT CARD)**

Employment Finger Prints: \$10.00 charge for 1 card \$5 dollars for each additional card provided **(Must live or work in Township)**

PHOTOS: (Paper Copy in Color) \$15.00 a page (8.5 x 11), **Note:** Pages can fit from 1 to 4 per page, please specify number of photos per page, Photos/Video Requests copied on to CD or DVD (media used depends on size of file) \$50.00 charge.

Request Approved By (initial & date): _____

Request Denied By (Initial & Date): _____ Reason: _____

DISCLAIMER AND TERMS: REQUEST ARE PROCESSED AS SOON AS POSSIBLE BUT ACTUAL PROCESSING TIME VARIES DO TO MULTIPLE FACTORS. REQUESTS WILL BE RELEASED AS SOON AS POSSIBLE IF APPROVED, NORMAL PROCESSING IS 1 to 5 BUSINESS DAYS BUT IS SUBJECT TO THESE FACTORS. BY ACCEPTING THE DOCUMENTS AND MATERIAL REQUESTED ABOVE, I AGREE TO THE FOLLOWING: THE INFORMATION, DOCUMENTS, REPORTS, PHOTOS, VIDEOS OR ANY OTHER ITEMS RECEIVED BY THE REQUESTER FROM WARMINSTER POLICE DEPARTMENT IS TO BE USED ONLY FOR ITS INTENDED LAWFUL PURPOSE AND BY THE REQUESTER ONLY. ANY OTHER USE, COPYING, DISSEMINATION OR MISUSE OF SAID ITEMS CAN RESULT IN CRIMINAL OR CIVIL PROSECUTION. IF YOU ARE NO LONGER IN NEED OF THE DOCUMENTS OR MATERIALS IN YOUR POSSESSION AND NEED TO DISPOSE OF THEM, YOU MUST DESTROY THE DOCUMENTS SO THAT THEY ARE NO LONGER USABLE OR READABLE. IF YOU RECEIVE AN ORDER TO EXPUNGE / DESTROY SAID DOCUMENTS AT ANY TIME IN THE FUTURE YOU AGREE TO COMPLY WITH THOSE INSTRUCTIONS.