



# GREENSBURG POLICE DEPARTMENT

## REQUEST FOR RECORDS

Date \_\_\_\_\_

Request Taken By \_\_\_\_\_

### RECORDS REQUESTED

- Police Report and/or Accident Report
- Call for Service
- Photos (*specify USB or prints*) \_\_\_\_\_
- Officer Body Camera/ In Car Camera Footage
- Other \_\_\_\_\_

Report(s) Case Number \_\_\_\_\_ Date / Time of Incident \_\_\_\_\_

Name(s) of Involved \_\_\_\_\_

Address / Location \_\_\_\_\_

### REQUESTOR INFORMATION

Name of person / entity requesting records \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Reason for Request \_\_\_\_\_

### METHOD OF RETURN

- U.S. Mail (SASE required or add \$1.00)
- Pick Up at Greensburg Police Department (Monday – Friday, 8am – 4pm)
- Email (upon receipt of payment)
- Fax (upon receipt of payment)

Please expect a minimum **3-day** processing in the production of records. All requests will be provided (if available) or denied as soon as practical and without delay. **See page 2 for records fees.**

**NOTE:** Reports will only include original narrative. All supplemental narratives require a Court Order.



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## REQUEST FOR RECORDS

### RECORDS FEES

- Call for Service – *free of charge*
- Police Report / Accident Report - **\$5.00** / each
- Photo (s) - **\$5.00** / USB (*unlimited up to 4gb capacity*)
- Photo (s) - **\$5.00** / report (*8x10 prints, printer paper*)
- Officer Body Camera / In Car Camera Footage - **\$150.00** / USB
- Postage - **\$1.00** (*if Self Addressed Stamped Envelope not provided*)

Total : \$ \_\_\_\_\_

**NOTE:** Greensburg Police Department accepts cash, credit/debit card, business checks (no personal checks), and money orders – made payable to Greensburg Police Department.

### PAYMENT METHOD

- Cash
- Business Check
- Money Order
- Credit/Debit Card

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Signature \_\_\_\_\_



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## REQUEST FOR RECORDS

For Department Use Only

### APPROVAL

Request Completed By \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Total Cost \$ \_\_\_\_\_  Notification Made \_\_\_\_\_

Comments \_\_\_\_\_

### REASON FOR DENIAL

In Whole  In Part  Requires Court Order

Comments \_\_\_\_\_

Denied by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Reports and/or files are subject to require a Court Order prior to release.