



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 (Self Addressed Stamped Envelope 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.



GREENSBURG POLICE DEPARTMENT

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*)
Photos/Video cannot be emailed.
- Officer Body Camera / In Car Camera Footage - **\$150.00** / USB
- Postage - **\$1.00** (*if Self Addressed Stamped Envelope not provided*)

Total : \$ _____

PAYMENT METHOD

- Cash
- Business Check
- Money Order

Checks and Money orders should be made payable to Greensburg Police Department.



GREENSBURG POLICE DEPARTMENT

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.