

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 by mail or email. 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:			

Request Information:

Date of Request:	Submitted: <input type="checkbox"/> In-Person <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail
Incident Report Number(s):	
If unknown, indicate date, location and type of incident(s):	
Indicate type of report or visual media requested: <input type="checkbox"/> Incident Report(s) <input type="checkbox"/> Reportable Traffic Accident Report(s) <input type="checkbox"/> Non-Reportable Traffic Accident Report(s) <input type="checkbox"/> Photographs <input type="checkbox"/> Photos/Videos on CD or DVD	
Number of copies requested:	Do you want to inspect the records?: Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you request certified copies of the records?: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Reports / Visual Media Prices:

The below prices reflect the most common report request:

Incident Reports: \$0.25 per page	Certification of Records: \$5.00 per Record
Reportable Traffic Accident Reports: \$15.00	Non-Reportable Traffic Accident Reports: \$10.00
Photographs: \$15.00 per page (4 photos per page)	Photos / Video on a CD or DVD: \$50.00
Postage Fee: Actual Cost of Mailing Records	
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 5 business days to be processed. If your request is denied you have a right to appeal within 15 days. Please refer all appeal requests to the **Bucks County District Attorney's Office, Attn: Open Records Appeal Officer**. 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:

Date Request Received:	Received by:
Request Approved: <input type="checkbox"/> Initial/Date:	Fee Amount:
Date Record(s) Sent:	<input type="checkbox"/> In-Person <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail
Request Denied: <input type="checkbox"/> Initial/Date:	Reason: