Upper Southampton Twp. Police Department 939 Street Road Southampton, PA 18966 Phone: 215-364-5000, Fax: 215-357-8098

Right to Know Request Form for Reports and Visual Media

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 <b>Upper Southampton</b>			
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:		n-Person 🛘 U.S. Mail 🔻 Fax 🗘 E-Mail	
Incident Report Number(s):			
If unknown, indicate date, location and type of incident(s):			
Indicate type of report or visual media requested:			
☐ Non-Reportable Traffic Accident Report(s) ☐ Photographs ☐ Photos/Videos on CD or DVD			
Number of copies requested:		Do you want to inspect the records?: Yes 🚨 No	<b></b>
Do you request certified copies of the records?: Yes ☐ No ☐			
Reports / Visual Media Prices:			
•	The below prices reflect the r	<u> </u>	
Incident Rep	The below prices reflect the r	Certification of Records: \$5.00 per Record	
Incident Rep	The below prices reflect the r	Certification of Records: \$5.00 per Record  Non-Reportable Traffic Accident Reports: \$10.	.00
Incident Rep Reportable Traffic	The below prices reflect the r	Certification of Records: \$5.00 per Record	00
Incident Rep Reportable Traffic	The below prices reflect the rorts: \$0.25 per page Accident Reports: \$15.00	Certification of Records: \$5.00 per Record  Non-Reportable Traffic Accident Reports: \$10.00  Photos / Video on a CD or DVD: \$50.00	00
Incident Rep Reportable Traffic Photographs: \$15.00	The below prices reflect the rorts: \$0.25 per page  Accident Reports: \$15.00  per page (4 photos per page)  Postage Fee: Actual C	Certification of Records: \$5.00 per Record  Non-Reportable Traffic Accident Reports: \$10.00  Photos / Video on a CD or DVD: \$50.00	00
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