

WT- _____
REQUEST RECEIVED BY: _____
DISTRIBUTION LOG # _____

STAMP BELOW
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Warminster Township Police
401 Gibson Avenue
Warminster, PA 18974

REPORTS / VISUAL MEDIA & INFORMATION REQUEST FORM

Name of Requester _____
(Please print) Last First MI

Signature: _____ Date: _____

Mailing Address: _____

Street / P.O. Box: _____

City: _____ State: _____ Zip Code: _____

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:

- I am only requesting a copy of the documents identified above.
 I am requesting: _____

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
 I want a computer-readable copy of the documents
(e.g., diskette or compact disk) (COMPACT DISK OF : DIGITAL PHOTOS / VIDEOS)

Other (please specify): _____

Please be advised payment is due upon request based off price chart below, **(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 denied for any reason, your payment will be sent back to you. If your request is approved, 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 with in 15 days Please refer to Pa Right to Know Law for information on appeal) **Note:** Requests that are denied 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: Reportable Accident \$15.00 ~ ~ No Charge for all other incident report requests under 20 pages, Request for reports numbering over a total of 20 Pages, will incur a \$0.25 charge per page, all pages will be counted. Employment Finger Prints: \$10.00 charge (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

Request Approved By: _____
Request Denied By: _____ Reason: _____

DISCLAIMER: 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 PURPOSE AND BY THE REQUESTER ONLY. ANY OTHER USE, COPYING, DISSEMENTATION OR MISUSE OF SAID ITEMS CAN RESULT IN CRIMINAL OR CIVIL PROSECUTION.