



EAST LAMPETER TOWNSHIP POLICE **DEPARTMENT**

REQUEST FOR RECORDINGS BY LAW ENFORCEMENT PURSUANT TO CHAPTER 67A FORM

All requests for audio and / or video recordings made by the East Lampeter Township Police Department shall be made in writing to the Open Records Officer. The request must specify the incident or event that is the subject of the recording, including the date, time, and location of the incident. The request shall also include a statement describing the requester's relationship to the incident. If the incident occurred inside a residence, the request shall identify each individual who was present at the time of the recording, unless not known and not reasonably ascertainable.

Requestor Information

Name	
Street Address	
City	
State and ZIP Code	
Phone Number	
Email Address	

Event Information

Time	
Date	
Location	

Requestor's relationship to the incident or event that is the subject of the audio or video recording.

Identify each individual who was present at the time of the audio or video recording, if known.

NOTE: For incidents which occurred inside a residence, the requestor shall certify that notice of this request has been served or that service was attempted on each individual who was present at the time the audio or video recording was made, as well as the property owner and / or occupant of the residence.

Property Owner

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 1

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Additional occupants can be listed on the last page of this application

I understand the East Lampeter Township Police Department will attempt to comply with my request and that the agency response will be within the scope of compliance with the requirements established under the CRIMES CODE (18 PA.C.S.) AND JUDICIAL CODE (42 PA.C.S.) - OMBINUS AMENDMENTS Act of Jul. 7, 2017, P.L. 304, No. 22 Cl. 18 Session of 2017 No. 2017-22. I understand the fee schedule listed herein, have provided the required non-refundable filing fee to the department in compliance with the fee schedule, and understand that no recording will be released until payment in full has been provided to the department.

Fees:

Initial filing fee: \$125.00

\$200.00 for any recording one hour or less; or \$200.00 per hour (rounded up) for any recording over one hour. The Department will provide a requester notice of estimated fees for the production of recordings at the time of the final response to the request. Payment of fees is required at the time of disclosure. Fees may be paid by check or money order, payable to East Lampeter Township. This fee schedule is subject to periodic review and amendment.

Printed Name	
Signature	
Time / Date	

ADDITIONAL OCCUPANTS, IF APPLICABLE

Occupant 2

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 3

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 4

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 5

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 6

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 7

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 8

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A

Occupant 9

Name	
Circle All That Apply	Notice Given: YES NO Manner of Notice: WRITTEN VERBAL N/A