

Valley Township

Act 22 Request Form (Police Audio and Video Recordings)

**Date Requested:** \_\_\_\_\_

\*Written request must be made within sixty (60) days of the date of the recording

**Request Submitted by:** \_\_\_\_\_ **Certified U.S. Mail** \_\_\_\_\_ **In Person**

**Request Submitted to:** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/County/Zip:** \_\_\_\_\_

**Telephone (Optional):** \_\_\_\_\_ **Email (Optional):** \_\_\_\_\_

**Records Requested (All fields are required to be completed):**

**Incident/Event Subject to the Request:** *(Attach statement if more space is required).*

\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** *\*If the requested incident took place inside a residence, every person present at the time of the recording must be identified, unless unknown and not reasonably ascertainable. (Attach statement if more space is required).*

\_\_\_\_\_  
\_\_\_\_\_

**Relationship to requested event/incident (Required):**

*(Attach statement if more space is required)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*For Agency Use Only*

**Date Received by the RTK Officer:** \_\_\_\_\_

**Agency thirty (30) calendar day response due:** \_\_\_\_\_

\*The agency and requestor can agree to an extension.