



## Centreville Police Department



# RECORDS REQUEST FORM

NOTE: Generally, once a case is closed and no longer being investigated, the report and records are available for inspection. Additionally, under Maryland law, we are unable to release juvenile information, unless the juvenile is charged criminally as an adult. All requests will be reviewed and if approved, will be forwarded within 7-10 business days.

FEES: - \$10 per report  
- \$50 per Body Worn Camera Video

Type of record requested: Police Report ☐ Body Worn Camera Footage ☐

*Please complete the following contact information:*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

How would like to receive the records?

☐ US Mail – Address Above ☐ Pick up in person, when notified ☐ Email

Incident Date: \_\_\_\_\_ Incident Time (Approx.): \_\_\_\_\_

Incident/Case #: \_\_\_\_\_

Incident Type: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Investigating Officer: \_\_\_\_\_

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### FOR INTERNAL USE:

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Received via: ☐ US Mail (Attach Envelope to request) ☐ In Person ☐ Email/Electronically

Received by: \_\_\_\_\_

Records Released: ☐ Yes ☐ No, provide reason: \_\_\_\_\_

Date Released/Sent: \_\_\_\_\_