Borough of Carlisle

Standard Act 22 Request Form (Police Audio and Video)

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: Borough of Carlisle, Joyce Stone, Right to Know Officer,
53 West South Street, Carlisle, PA 17013

Name of Requester: ____________________________________________________________

Street Address: _________________________________________________________________

City/State/County/Zip: _________________________________________________________

Telephone (Optional): ___________________ Email (Optional): ______________________

Records Requested: *Provide as much specific detail as possible so the agency can identify the
information.

Date (Required) _____________________________________________________________

Time (Required): _____________________________________________________________

Location (Required): *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/recording (Required):
(Attach statement if more space is required)

____________________________________________________________________________
____________________________________________________________________________

**Please note: RETAIN A COPY of this request for your files**
**It is a required document if you would need to file an appeal**

For Agency Use Only

Open Records Officer: Joyce Stone

Date Received by the Agency: ____________________________________________________

Agency thirty (30) day response due: ___________________________________________
*The agency and requestor can agree to an extension
**Video/Audio** | **Fee for Preparation**
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Searching, editing, re-producing the first video/audio requested. (First Hour) | $75.00
Additional requests after the first video/audio Per hour or part thereof | $55.00

The video request will be authorized and processed by the Carlisle Police Department. They have 30 days to respond to the request and determine the video preparation fee. You will then be notified that the video, via a thumb drive, is completed and the fee that is due. Your payment is required prior to delivery of the video. Once payment is received, you can pick up the thumb drive or we can mail it to you.

Payment can be made in person at Carlisle Borough Hall or mailed to:

*Borough of Carlisle*
*53 West South Street*
*Carlisle, PA 17013.*