

CHELTENHAM TOWNSHIP POLICE DEPARTMENT
REPORT AND INFORMATION REQUEST FORM

TODAYS DATE : _____

SUBMITTED BY: IN-PERSON U.S. MAIL EMAIL PHONE FAX

YOUR NAME or COMPANY NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP (Required): _____

COUNTY: _____

TELEPHONE: (Home) _____ (Cell) _____

Email Address: _____ @ _____

RECORDS REQUESTED: (please PRINT clearly; illegible requests may be denied)
***Provide as much specific detail as possible. Please include names, dates, report numbers, locations, etc.**

CASE NUMBER: _____

***A \$15.00 payment by check, money order or credit card is required for all accident reports at the time of request. Payments by credit card can be made @ WWW.CHELTENHAMTOWNSHIP.ORG, please note that a \$3.00 non refundable convenience fee will be charged for this credit card payment. Please indicate method of payment below:**

Check/Money Order Credit Card*

** Please note if payment is made by credit card, request will be processed once confirmation is received of the payment.*

ACCIDENT REPORTS: can only be released to parties involved in the accident, their attorney or insurer.
Please indicate below your involvement with the requested accident report.

Form completed by: Requestor Officer (Badge #) _____

Preferred media of response? Choose 1 only Email, U.S Mail Printed for pick up
***If not checked report will be mailed via US Mail to requestors address above**

Accident reports emailed will also be followed up with a hard copy sent via U.S. Mail

(All forms of media may not be available)

To be completed by Administrative Services Division

RECEIVED BY:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

RESPONSE: Approved Extension requested Partially Granted Denied No Longer Exists

Open Records Officer: Lt. John Slavin
Administrative Services Division
Cheltenham Township Police Department
8230 Old York Road
Elkins Park, PA 19027
Phone: (215) 885-1600 Email: policeopenrecords@cheltenham-township.org

2016 Administrative Services Division
Retain this record for 3 years