



Cheltenham Township Police Department
8230 Old York Road Elkins Park, PA 19027
(215) 885-1600

Notice of Police Report

Incident Report Number:

Last Name and Badge Number of Reporting Officer:

Drivers involved in crashes (vehicle accidents): You must visit crashdocs.org to obtain a copy of the police report. This information pertains to non-crash related reports only. The Cheltenham Township Police Department does not process requests for crash reports, unless they are criminal in nature.

When will my police report be available? Reports may require **5 business days** from the date of your request for processing and review. The Police Department may request an extension to comply with your request.

How do I obtain a copy of the Police Report? Reports you may be requested in person, by phone or email. Responses to report or information requests can be sent via mail, e-mail or left at the front lobby window for pick up by the requestor. **Please provide as much information as possible, including the Incident Report Form (IRF) number, the date, time, location and persons involved.** To obtain a crash/accident report you must visit crashdocs.org.

How much will the report cost?

Incident Report Form (IRF) Hard Copy: .25 cents per page plus postage
Crime Victim: No Charge
Reports Sent via E-mail: No Charge (except Crash Reports)
Actual Cost (Administrative Services will contact you with an estimate)

No cash can be accepted. Make checks or money orders payable to **CHELTENHAM TOWNSHIP**.

Who do I contact to request the report? To request a copy of the report, contact:

Cheltenham Township Police Department
Administrative Services Division
Attn: Report Requests
8230 Old York Road
Elkins Park, PA 19027
(215) 885-1600

policeopenrecords@cheltenham-township.org

Please Note: The Cheltenham Township Police Department complies with the **Pennsylvania Right to Know Law (RTKL)** and other applicable statutes regulating the release of information to the public. Information protected under Section 708 (b) of the RTKL (or other applicable statute) will be removed or obscured to protect that sensitive information. Please visit the Pennsylvania Department of Open Records website at www.openrecords.state.pa.us for additional information on the Right to Know Law.

**CHELTENHAM TOWNSHIP POLICE DEPARTMENT
REPORT AND INFORMATION REQUEST FORM**

****Not to Be Used for Crash Reports****

TODAYS DATE: _____ SUBMITTED: 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: ____ - ____ (Only Acceptable Format is ## - #####)

ACCIDENT/CRASH REPORTS: *can only be obtained via crashreports.org*

How much will the report cost?

<i>Incident Report Form (IRF) Hard Copy:</i>	<i>\$0.25 per page plus postage</i>
<i>Crime Victim:</i>	<i>No Charge</i>
<i>Reports Sent via E-mail:</i>	<i>No Charge (except Crash Reports)</i>
<i>Other Media (photos, etc.):</i>	<i>Actual Cost (Administrative Services will contact you with an estimate)</i>

Payments by credit card can be made at 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, you must forward proof of payment. Your request will be processed once confirmation of payment is received.

Form completed by: Requestor Police Department Staff (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*

(Not all forms of media may 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: Administrative Services Division Commander
Cheltenham Township Police Department
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