



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, Open Records Officer
Email: RightToKnow@carlislepa.org
Mail: 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:

Date Received by the Agency: _____

Agency thirty (30) day response due: _____

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

CARLISLE BOROUGH

ACT 22 REQUEST

Fee Schedule and Submission Information

Video/Audio

Fee for Preparation

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.*