

## Law Enforcement Recording Request Form – Act 22 of 2017

*This form can be used to request law enforcement recordings ("any audio recording or video recording made by a law enforcement agency") under Act 22 of 2017. Note that the Right-to-Know Law does not apply to such recordings. Any denials must be appealed to the appropriate Court of Common Pleas, not the Office of Open Records.*

**SUBMITTED TO AGENCY NAME:** \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via: ☐ U.S. Mail ☐ In Person  
(Act 22 requires requests to be submitted via "personal delivery or certified mail.")

### PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

**RECORDING REQUESTED:** *Requests must be submitted within **60 days** of the event recorded. **All of the following information is required.** Be thorough; use additional pages if necessary.*

Date and Time of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Describe the Event:

Describe Your Relationship to the Event:

If the Event Occurred in a Residence, Identify All People Present (*unless unknown & not reasonably ascertainable*):

*If an Act 22 request is granted, the agency may charge "reasonable fees" to provide a copy of the recording.*

**Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$\_\_\_\_\_.**

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### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (30 cal. days): \_\_\_\_\_

Extension? ☐ Yes ☐ No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$ \_\_\_\_\_

**NOTE:** *In most cases, a completed Request Form is a public record.  
More information about Act 22 is available at <https://www.openrecords.pa.gov>*

Form updated March 16, 2020  
by the Office of Open Records