



POLICE DEPARTMENT

Souderton Borough

31 West Summit Street – Souderton – Pennsylvania – 18964
www.soudertonborough.org

Jeffrey OBrien
Chief of Police

jobrien@soudertonpolice.org

215-723-6500
215-721-0100-FAX

Public Record Request Form

To: Open Records Officer

Date: _____

From:

Name: _____

Address: _____

Phone / Fax: _____

Email: _____

Note that you must identify or describe the requested records with sufficient specificity to allow the police department to determine what records are being requested. Attach additional sheets if necessary. You may deliver this to the station in person, by mail, fax (215)-721-0100, or email to dfields@soudertonpolice.org

I hereby request (circle one or both) **Review** / **Receive** copies of the following records:

I would like these reports: (circle one) emailed mailed I will pick up

Signature of Requestor

Date

FOR OFFICAL USE ONLY

Date Received: _____ Name of Person Receiving: _____

Date Response Due (5 days from date received):

Action Taken:

_____ Notice of Electronic Availability

_____ Approved

_____ Denied

_____ Extension Requested Date Response Sent to Requestor: _____