



# 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

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### 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 akoch@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: \_\_\_\_\_