



POLICE DEPARTMENT

Souderton Borough

81 West Summit Street - Souderton - Pennsylvania - 18964
www.soudertonborough.org

Jeffrey O'Brien 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 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 OFFICIAL 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:
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