

Elizabethtown Police Department

600 South Hanover Street

Elizabethtown, PA 17022

Right-to-Know Request Form

It is the intent of the Elizabethtown Borough Police Department to comply in all respects with the Pennsylvania Right-to-Know Law. In order to process a request for inspection and/or duplication of a public record, the Borough requires sufficient and specific information to identify the record. The Borough may deny a request if there is inadequate information for the Borough to identify the specific record requested. Please provide as much information as possible to assist in properly identifying the record requested.

Please note, Section 708 (16) of the Right-to-Know Law exempts certain police investigative incident reports from public access, these include, but are not limited to, investigative materials, notes, correspondence, videos and reports; victim information, including any information that would jeopardize the safety of the victim. Open police investigations will not be released to the public.

The police department is not required to and will not compile lists, prepare summaries, or create documents that do not exist. The police department will provide access to and/or duplication of existing police department records, which are public records under the Right-to-Know Law.

Date of Request: _____

Request Submitted by: E-Mail US Mail Fax In-Person Online

Name of Requestor: _____

Street Address: _____

City, State _____

Telephone (H) _____ (C) _____ Fax _____

Subject / type of document: _____

Date of incident: _____

Location of incident: _____

Please provide any other information which you believe would assist the police in identifying the public record which you seek: _____

