



TOWAMENCIN TOWNSHIP POLICE DEPARTMENT

1090 Troxel Road Lansdale, PA 19446



Timothy Troxel
Chief of Police

215-368-7606 (office)
215-368-7624 (fax)

RIGHT-TO-KNOW REQUEST FORM

TODAY'S DATE: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

PREFERRED DELIVERY: E-MAIL U.S. MAIL FAX IN-PERSON

RECORDS REQUESTED: _____

*** Provide as much specific detail as possible so the agency can identify the information. ***

Physical copies of reports are provided at a fee of \$.25 per page, and the fee must be paid prior to reports being released. There is no fee for reports sent by email.

Request forms may be turned in at the police department during administration business hours (Monday through Friday, 8AM-4PM), via fax at **215-368-7624** or by emailing the Administrative Assistant at **sschwenk@towamencinpd.org**.

Reports may be redacted at the discretion of the police department to protect the privacy of persons involved.

Reports provided contain **minimal information only**, and anything beyond basic blotter information **requires a subpoena**. Subpoenas may be acquired at the **Montgomery County Courthouse, 2 East Airy Street, Norristown, PA 19404**. You may call the courthouse between the hours of 8:30 a.m. and 4:15 p.m., Monday through Friday, at **610-278-3000**.

RIGHT-TO-KNOW REQUESTS WILL BE COMPLETED WITHIN FIVE BUSINESS DAYS. YOU WILL BE CONTACTED WHEN THE REQUESTED REPORTS ARE READY FOR PICK UP.