



# 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check box to left to acknowledge you read the below statements

**RIGHT-TO-KNOW REQUESTS WILL BE COMPLETED WITHIN FIVE BUSINESS DAYS. YOU WILL BE CONTACTED/EMAILED WHEN THE REQUESTED REPORTS ARE READY.**

**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 AM and 4:15 PM., Monday through Friday, at 610-278-3000.

*\*\*\* 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-Friday, 8AM-4PM), via fax at 215-368-7624 or by emailing the Administrative Assistant at [sschwenk@towamencinpd.org](mailto:sschwenk@towamencinpd.org).

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