



TOWAMENCIN TOWNSHIP POLICE DEPARTMENT
1090 TROXEL ROAD • LANSDALE, PA • 19446
215-368-7606 (OFFICE) • 215-368-7624 (FAX)



TIMOTHY TROXEL • CHIEF OF POLICE

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 detail as possible so the agency can identify the information requested.* ***

CHECK THE BOXES BELOW TO ACKNOWLEDGE YOU HAVE READ THE BELOW STATEMENTS

☐ I understand that reports provided contain **minimal information only**, and anything beyond basic blotter information **requires a court order signed by a judge**. Court orders can be obtained at Montgomery County Courthouse, located at 2 East Airy Street, Norristown, PA 19404.

☐ I understand reports may be redacted at the discretion of the police department to protect the privacy of involved parties.

☐ I understand 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**.

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