

# Law Enforcement Recording Request Form – Act 22 of 2017

This form can be used to request law enforcement recordings (“any audio recording or video recording made by a law enforcement agency”) under Act 22 of 2017. Note that the Right-to-Know Law does not apply to such recordings. Any denials must be appealed to the appropriate Court of Common Pleas, **not** the Office of Open Records.

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  U.S. Mail  In Person  
(Act 22 requires requests to be submitted via “personal delivery or certified mail.”)

## PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDING REQUESTED:** Requests must be submitted within **60 days** of the event recorded. **All of the following information is required.** Be thorough; use additional pages if necessary.

Date and Time of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Describe the Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Your Relationship to the Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the Event Occurred in a Residence, Identify All People Present (unless unknown & not reasonably ascertainable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If an Act 22 request is granted, the agency may charge “reasonable fees” to provide a copy of the recording.

Please notify me if fees associated with this request will be more than  \$100 (or)  \$\_\_\_\_\_.

## ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (30 cal. days): \_\_\_\_\_

Extension?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$\_\_\_\_\_

NOTE: In most cases, a completed Request Form is a public record.  
More information about Act 22 is available at <https://www.openrecords.pa.gov>

Form updated March 16, 2020  
by the Office of Open Records