

VILLAGE OF SUMMIT POLICE DEPARTMENT
OPEN RECORDS REQUEST

Requested by: _____

Address: _____

City: _____ State _____ Zip _____ Phone: (____) _____

Specific Record(s) Requested: _____

Date of Request: _____ Time: _____ By Mail _____ Fax _____ Phone _____
In person _____

Date Distributed: _____ Time: _____ By Mail _____ In Person _____

Request Approved: _____ Denied: _____ By: _____

Reason for denial: _____

Fee for reports is \$0.25 per page - Fee for photos/video is \$5.00 per CD

Pages copied: _____ @ \$0.25/per page = \$ _____

Photo costs: \$ _____

Postage: \$ _____

TOTAL DUE \$ _____