



BODY WORN CAMERA / IN CAR CAMERA FOOTAGE REQUEST

This application is for Body Worn Camera and In Car Camera footage only. The processing fee is **\$82.00 per hour**. An estimate will be provided and processing will begin once we have received the required deposit.

Individuals - You must include your picture (selfie) with Government issued ID (Drivers Licence, Passport) as proof of identity.



YOUR INFORMATION: To be completed in full by the requester

LAST NAME				FIRST NAME			
DATE OF BIRTH YYYY-MM-DD		PHONE		EMAIL (REQUIRED)			
ADDRESS							
CITY/TOWN		PROVINCE		POSTAL CODE			
LAST NAME APPEARING IN RECORDS (LIST ONLY IF DIFFERENT FROM ABOVE)							

ACCESS TO BODY-WORN CAMERA / IN-CAR CAMERA FOOTAGE

ACCESS TO POLICE OCCURRENCE REPORTS IS LIMITED TO PEOPLE INVOLVED IN THE INCIDENT OR THEIR REPRESENTATIVE WITH CONSENT

Please provide the occurrence number. If you do not know the occurrence number, please provide enough detail for us to locate the requested.

Occurrence Number: _____

Date of incident: _____

Time of incident: _____

Officer's name(s): _____

[] BODY-WORN CAMERA(S)
 [] IN-CAR CAMERA(S)
 [] BOTH

Additional Information:

THIRD PARTY INFORMATION
The record(s) you are requesting may contain the personal information of an individual(s) other than yourself. The personal information of a third party (e.g. victim, accused, witness) will not be disclosed to you unless you provide Strathroy-Caradoc Police Service with the written consent of the third party(s).

Signature:	Date:
------------	-------

FOR POLICE USE ONLY		
Identification Verified: Yes () How:	Deposit Paid: Yes () Exact Cash () Debit () Credit Card () e-Transfer () Receipt Number:	Badge & initials

HOW TO FILL OUT YOUR BODY WORN CAMERA / IN CAR CAMERA FOOTAGE FORM

Ensure you....

- Proof of Identity:
 - In Person – Monday to Friday 8:00 a.m. to 4:00 p.m. with ID
 - By Email



You must include your picture (selfie) holding Government issued ID (Drivers Licence, Passport)

- Complete all your personal information – print clearly.
- If you do not want to receive records electronically - email sent when ready for pick up – Proof of ID required.
- Third Party Information provided only when you provide us with written consent.
- How to submit a request:
 - Electronically to accounts@scps.on.ca
 - Include completed Form
 - Proof of ID (selfie holding Government issued ID)
 - Confirm application fee has been paid by e-Transfer
 - In Person Monday to Friday 8:00 am to 4:00 pm
 - Bring your completed Form
 - Proof of ID (Government issued ID)
 - Exact Cash, Debit or Credit Card
 - Insurance Company/Representatives
 - Request on letterhead
 - Completed Form
 - Consent of insured/client
 - Consent of Third Party(s)
 - Electronically to accounts@scps.on.ca
 - Mail to address below

Personal Information contained in this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator by calling 519-245-1250.

Strathroy-Caradoc Police Service
299 Frances Street
Strathroy, ON N7G 4G9

Phone: 519-245-1250

Email: accounts@scps.on.ca

Payments: etransfer@strathroy-caradoc.ca