



LITTLE EGG HARBOR POLICE DEPARTMENT
 665 RADIO ROAD
 LITTLE EGG HARBOR, NEW JERSEY 08087
 609-296-3666



CHIEF JAMES HAWKINS

RECORDS REQUEST FORM

Incident Accident Other _____

Case # _____

Name of person requesting report: _____

Address: _____

Phone Number: _____

Email: _____

Incident location and/ or date of incident: _____

Description of what you need: _____

Is Body Camera Video requested (please check option)?

Yes No

Delivery options (please check option)

Email Mail (additional charge for postage fees apply)

Signature of person requesting: _____ Date: _____

Fee Information: Payment Information (Checks only, payable to the Township of Little Egg Harbor)

Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Body Camera Videos – \$52 per redaction hour.
 -1 hour of body camera video equals 2 hours of redaction time. Redaction hours are
 Billable in 1/2 hour increments. Body camera video requests under 1.5 hours are free of charge.
 Other material (USB, CD, DVD, etc.) - actual cost of materials

Office Use Only:

Common Law Discovery/Subpoena

Requested info	Quantity	Cost per unit	Total	Comments
Letter size		\$0.05		
Legal size		\$0.07		
Redacted Body Cam Video Hours		\$52.00/hr		
Other Material		Cost of Material		
Total Amount Due				

Received by: _____