

# Request Form for Camera Footage

Date and time must be specific and should not exceed over a 48-hour time period. Please allow up to three business days for the office to contact you with the findings of the video recordings.

Also, please note that the cameras only holds up to seven-day worth of footage.

Camera footage of packages getting stolen or cars getting broken in must have a case number from the police before the office will start looking into footage.

## ***Date***

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

## ***Time***

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Police Case #: \_\_\_\_\_

Reason for Requesting Recording:

- Criminal Activity
- Missing Property
- Other: \_\_\_\_\_

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

## ***Location***

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

## ***Description***

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

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Building: \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_