



Frederick County Sheriff's Office

Public Information Act Request Form

The form is to be used to request public available records from the Frederick County Sheriff's Office. Please complete all applicable sections and provide as much known information as possible. Once your request has been submitted, your request will be reviewed and you will be notified of the status and any applicable fees associated. The Frederick County Sheriff's Office will abide by all local, state, and federal laws governing the release of public records.

Frederick County Sheriff's Office Fees

\$5.00* - Police Incident Report / CAD Details

\$20.00 - DVD/USB of files and or video

\$25.00 - Collision Reconstruction File

\$50.00 - Body-worn camera footage per video

\$35.00 - Redaction work for requested video per hour

\$5.00 - Emailed link to view video

\$0.25 - Printed copies of internal video audit log per page

*Reports more than 20 pages and other records are charged at \$0.25 per page

An hourly reproduction fee for general records will be assessed for requests that take more than 2 hours to fulfill. The first two hours of research and redaction work of BWC footage is not charged. An estimate will be generated to provide the requestor with a breakdown of the fees associated with the request.

Personal / outside digital media storage devices are not permitted to be used as a means to store the requested information.

When the request has been approved, you will be notified as to the total fee. *Remit the exact amount by cash or money order only, payable to the "Frederick County Sheriff's Office" within 30 days from the date of approval. Once full payment is received, the request will be fulfilled.*

Should your request be denied, you will be notified in writing within 30 days and you will have the right to petition the Circuit Court in your jurisdiction of your residence or business location, or where the records are situated, to review the matter and rule on such denial.

Date of Request:

Requestor's Name:

What is your relationship in regards to the records requested?

Phone Number:

Email:

Address:

City:

State:

Zip:

Incident Case # (if known):

Date(s) of Incident (if known):

My request includes production of the following types of records:

Police Incident Reports

Body-worn Camera Footage

Collision Reconstruction Report

Incident Scene Photos

Additional items as described below:

I request the following public records:

Any questions related to the PIA Request can be directed to the **Records Supervisor**, Frederick County Sheriff's Office, 110 Airport Drive East, Frederick, MD 21701 in writing, by fax (301) 600-1527, by telephone (301) 600 6078, or by email at fcsopia@frederickcountymd.gov.

Once you have completed the form, click submit to electronically send the request for review.

When the request has been approved, you will be notified as to the total fee. Remit the exact amount by cash or money order only, payable to the "Frederick County Sheriff's Office" within 30 days from the date of approval. Once full payment is received, the request will be fulfilled.

Should your request be denied, you will be notified in writing within 30 days and you will have the right to petition the Circuit Court in your jurisdiction of your residence or business location, or where the records are situated, to review the matter and rule on such denial.

PURSUANT TO TITLE 4 OF THE GENERAL PROVISIONS ARTICLE, GP 401, OF THE MARYLAND PUBLIC INFORMATION ACT ("PIA"), THE UNDERSIGNED REQUESTS A COPY OF ALL PUBLIC RECORDS CONTAINING THE INFORMATION AS DESCRIBED.

Requestor's Signature: