



# LAWRENCE POLICE DEPARTMENT

90 Lowell Street  
Lawrence, MA 01840  
Tel: 978-794-5900  
[www.lawpd.com](http://www.lawpd.com)

Roy P. Vasque  
Chief of Police

## VIDEO REQUEST FORM

**PLEASE NOTE THAT THE VIDEO FOOTAGE OF ANY INCIDENT IS ONLY HELD FOR 30 DAYS**

*The City of Lawrence will reproduce such images pursuant to the public records law of Massachusetts; M.G.L. c. 66 section 10 and 950 CMR 32.00. The copies of video records are not susceptible to the ordinary means of reproduction; therefore, the actual cost incurred in providing a copy may be assessed. The designated fee for material is the cost for storage device(s) (CD, thumb drive, hard drive) consistent with the length of the video request. All money orders or bank checks shall be made payable to: The City of Lawrence as required by law.*

**PLEASE PRINT CLEARLY**

**COMPLETE ALL ITEMS IN THIS FORM. INCOMPLETE/ILLEGIBLE REQUEST WILL NOT BE PROCESSED.**

DATE OF REQUEST: \_\_\_\_\_

INCIDENT NUMBER (If applicable): \_\_\_\_\_

DATE & TIME OF VIDEO FOOTAGE REQUESTED: Please specify beginning & ending time.

DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_  AM  PM    ENDING TIME: \_\_\_\_\_  AM  PM

LPD CAMERA LOCATION: \_\_\_\_\_  
Specify Street and/or Intersection if applicable

## **REQUESTOR'S INFORMATION**

COMPANY NAME: \_\_\_\_\_

NAME: \_\_\_\_\_  
First \_\_\_\_\_ Last \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE/ CELL: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PLEASE EMAIL YOUR REQUEST TO: [videorequest@lawpd.com](mailto:videorequest@lawpd.com)

**DISCLAIMER:** The City of Lawrence and The Lawrence Police Department hereby disclaims any and all warranties whether explicit or implied, including but not limited to any representations and/or warranties regarding the quality of the images, the duration of retention of the recorded images and/or the availability of images for reproduction. In order to fulfill requests in a timely fashion, The City of Lawrence and The Lawrence Police Department cannot guarantee any requests not made within the 21 DAY TIME PERIOD of the time of the incident.