



# LUPD Information Request Form

*(Outside The University System- General Inquiry)*

For each information item requested, a separate application is required. Please submit a search and service fee of \$5.00 with each application. Make check or money order payable to Liberty University. This fee is non-refundable. Please enclose a self-addressed, stamped envelope if you are not picking up the item in person.

**Requestor (please complete the following):**

|  |  |
|--|--|
| Date Report Requested:   |  |
| Information Being Requested:                                       |  |
| Type of Report <i>(if applicable)</i> :                            |  |
| Other Identifying Information That Will Facilitate Records Search: |  |

**Name / Address of the individual to whom this record is to be released to: (please print or type)**

|                               |  |
|-------------------------------|--|
| Name of Recipient:            |  |
| Street Address:               |  |
| City / State / Zip Code:      |  |
| LUID # <i>(if applicable)</i> |  |
| E-mail:                       |  |
| Contact #:                    |  |

**Method of Payment** *(All payments must be made in the exact amounts of \$5.00. LUPD is unable to complete credit card transactions or transactions that require change be given to complete payment):*

| “X” | Payment Type  |
|-----|---|
|     | <u>Check / Money Order</u> – Payment will be made via check or money order made out to the Liberty University Police Department in the amount of \$5.00. <span style="float: right;"><small>(Records Only: Paid ____ Date _____ Initial _____)</small></span> |
|     | <u>Cash</u> – Cash payment of \$5.00 will be made in the amount of \$5.00 to the Front Desk staff at LUPD. <span style="float: right;"><small>(Records Only: Paid ____ Date _____ Initial _____)</small></span>   |
|     | <u>Charge to Student Account</u> – (If Applicable) Charge in the amount of \$5.00 will be charged to the student account. <span style="float: right;"><small>(Records Only: Paid ____ Date _____ Initial _____)</small></span>                                |

***Distribution Method:***

| "X" | Distribution Method | Instructions  |
|-----|---------------------|---|
|     | Postal Mail         | Individual must provide a "self addressed" stamped envelope to LUPD along with \$5.00 payment prior to processing.  |
|     | E-mail              | Individual must provide a valid e-mail address to LUPD along with \$5.00 payment prior to processing.   |
|     | Pick-up             | Individual must provide a contact # and e-mail address to LUPD along with \$5.00 payment prior to processing. LUPD will contact the individual when the record is ready for pickup. |

***For Police Department Use Only:***

Prepared By: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Report Attached      \_\_\_\_\_ No Report Found      \_\_\_\_\_ Handled By Officer – No Report Filed

Officer: \_\_\_\_\_

\_\_\_ Loss Location Not Our Jurisdiction (Suggest you try): \_\_\_\_\_

\_\_\_ Not Releasable

\_\_\_ Approved For Release / \_\_\_\_\_ Date \_\_\_\_\_  
Command Staff / Administration Division

Report: (Circle One) Sent Picked up Emailed      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Initial: \_\_\_\_\_

Recipient Signature if picked up: \_\_\_\_\_

***\*Return Signed Form & Completed Package to Records Manager***