



## RIDGEFIELD POLICE DEPARTMENT FREEDOM OF INFORMATION (FOIA) REQUEST FORM

All applicable information must be provided and legible. Records Division hours are 8am-3pm Monday-Friday.  
Please call ahead (203) 431-2791 to verify requested items are ready for pick-up.

REQUESTOR'S INFORMATION			
First and Last Name (please print if not using fillable form):		Date:	
Current Address:			
On behalf of [Business Name, Law Office, etc.]:		Job Title:	
Phone:		Email:	
INCIDENT / CFS #:	DATE(S) OF INCIDENT:	REQUEST MADE:	
		In-person	Email      Mail
PLEASE PROVIDE ANSWERS TO THE FOLLOWING			
1. Are you a party directly involved in this case that led to the police being called?		Yes	No
2. Are you an attorney representing a party directly involved in this case?		Yes	No
3. Are you a parent / guardian of a minor party directly involved in this case?		Yes	No
4. Is your image depicted in the record being requested?		Yes	No
MATERIAL REQUESTED (Please be specific. Are you requesting copies of reports, photos, audio and/or digital evidence?)			
REQUESTOR'S SIGNATURE			
Please Sign Here:		Date Signed:	

FOR INTERNAL POLICE DEPARTMENT USE ONLY		
Form Received by:	Date Received:	Subpoena # (If applicable)
Request Completed by:	Date Completed:	Requestor Notified within 4 Business Days?
		YES                      NO
Applicable Fees (if any):	FOIA Picked Up by / Mailed to:	Date Picked Up / Mailed:

**Body Camera Footage:** A fee of \$50 per hour will be charged for the review, and any legally mandated redaction of video or audio evidence exceeding 4-hours in length. An estimate of such costs will be shared with the requestor after an initial review of documents is complete. Pre-payment is required in the form of cash, check or money order. We do not accept credit or debit payments.

**Photo, Audio & Digital Evidence:** A \$10.00 fee will be charged for photo, audio and digital evidence provided on a storage device. Digital evidence can be mailed or picked up at the Records Department Monday-Friday (8am-3pm).

**Police Reports and Documents:** A fee of \$.50 cents per page will be charged. We accept cash, check or money order. Please state with specificity the records requested. Please note, the Ridgefield Police Department is not required to conduct research, compile data or create documents in response to a request for records. Certain records may be subject to exemptions or privileges as provided by the FOI Act.

**Upon completion of this request form, please email to [rpdrecords@ridgefieldct.gov](mailto:rpdrecords@ridgefieldct.gov) or drop off at the Ridgefield Police Department.**