



**PRINCE GEORGE'S COUNTY, MARYLAND
PUBLIC SAFETY COMMUNICATIONS AUDIO SECTION
17321 MELFORD BOULEVARD, BOWIE, MARYLAND 20715
Phone: 301-352-1401
Fax: 301-352-1406**



AUDIO RECORDING REQUEST FORM

Freedom of Information Act (FOIA) and Maryland Public Information Act (MPIA) Requests

- To obtain a copy of an audio recording (CD) under (FOIA) or (MPIA), please complete this form and mail to the address above.
- A \$50.00 minimum administrative fee will be assessed for all requests. (This fee will be applied if the search and review process determines that no recordings or documents can be reproduced).
- An additional fee of \$50.00 per hour may be assessed for requests that require more than two hours to research/reproduce.
- Payment must be in the form of a check or money order payable to Prince George's County Government. Payments must be received prior to the processing of any request. **Cash will not be accepted.**
- Upon completion of the request, you will be notified that it has been mailed to the address provided by the requesting individual.
- All requests from the media for audio recordings must go through the Prince George's County Press Information Office at 301-952-2657.

Public Safety Agency Requests

- To obtain a copy of an audio recording for the purposes of completing a criminal or internal investigation, please complete and submit this form to Public Safety Communications Audio Section via courier, facsimile 301-352-1406, or email psaudiosection@co.pg.md.us.

Subpoena duces tecum requests

- To obtain a copy of an audio recording as evidence in a criminal/civil matter, please follow the instructions for FOIA/ MPIA requests.
- Please include a copy of the subpoena with this form.
- Research/Reproduction fees will be waived for requests submitted from the Office of the State's Attorney, County Attorney, and Office of the Public Defender. All other requests must include the applicable \$50.00 fee.

Please allow up to thirty (30) days to process your request. If you have any questions regarding this form or obtaining a copy of an audio recording, please call 301-352-1401 during normal business hours or contact us at psaudiosection@co.pg.md.us.

**THIS SECTION MUST BE COMPLETED BY THE REQUESTING INDIVIDUAL
TO AVOID A DELAY IN PROCESSING, PLEASE REMEMBER TO INCLUDE ALL APPLICABLE FEES WITH THIS FORM**

NAME: _____

ADDRESS: _____

PHONE NO: DAY - _____ NIGHT - _____

SIGNATURE: _____ **REQUEST DATE:** _____

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE INCIDENT

DATE/TIME OF INCIDENT: _____

REPORT NUMBER: _____

TYPE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

PHONE NUMBER CALLED FROM: _____

REASON FOR REQUEST: _____

ADDITIONAL COMMENTS: _____

AUDIO RECORDING TO INCLUDE:

911 telephone conversations _____ from - _____ until -

- Police radio transmissions on channel(s) _____ from - _____ until - _____
- Fire/EMS radio transmissions on channel(s) _____ from - _____ until - _____
- Sheriff radio / Other telephone _____ from - _____ until - _____

[PSC USE ONLY: LOG _____ PROCESSED BY: _____ DATE: _____] (REVISED 06/14/11)