



The Borough of Waynesboro
OFFICE OF BOROUGH MANAGER

55 EAST MAIN STREET, P.O. BOX 310
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CRIME VICTIM RIGHT OF ACCESS REQUEST FORM

ACT 134 OF 2022

This form can be used to request criminal investigative information under Act 134 of 2022. Complete all pages of this form thoroughly and retain a copy; it will be required if an appeal is filed.

Pursuant to Act 134, a crime victim or a defendant in a civil action in which a crime victim is a party (or the crime victim's or defendant's legal representative) may request the dissemination of criminal history investigative information that is directly related to a civil action pending in a court in this Commonwealth.

Additionally, a crime victim (or the crime victim's legal representative) may request the dissemination of criminal history investigative information that is material and necessary to the investigation or preparation of a civil action in this Commonwealth.

The request must be served upon the Borough Manager for the Borough of Waynesboro or the Waynesboro Police Department Chief of Police via personal service or certified mail with receipt. The agency may impose reasonable fees for costs incurred to comply with the request, including any processing fee adopted by resolution of Borough Council.

SUBMITTED TO AGENCY NAME: _____

Date of Request: _____ Submitted via: ☐ Certified U.S. Mail ☐ In Person

Recommended Response Method: ☐ Certified U.S. Mail ☐ Email ☐ Fax

Recommended Response Date: _____ (Note: The Agency has 60 days from the date of receipt to provide responsive records or a written denial)

REQUESTING PARTY INFORMATION:

Name: _____

Status (Crime Victim, Legal Representative, or Defendant): _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Email: _____ Telephone: _____

Fax Number: _____

RECORDS REQUESTED:

A request "shall identify or describe the information sought with sufficient specificity to enable the criminal justice agency to ascertain which information is being requested." 18 Pa.C.S. §9158.2. Failure to adequately identify the information with such specificity shall be grounds for denial (e.g. "all documents or information"). Provide as much specific detail as possible including, but not limited to, the following (if known): Defendant's Name, Docket No., OTN, SID, Victim's Name, Date of Incident, Incident Number, and/or Brief Explanation of Incident. (Attach other pages, if necessary)

REASON FOR REQUEST:☐ Pending Civil Action ☐ Preparation of Civil Action



REASONABLE FEES FOR PROCESSING REQUESTS MAY BE CHARGED AT THE DISCRETION OF THE AGENCY