Whitehall Township Bureau of Police
Crime Victim Right of Access

Please carefully review the instructions prior to
submitting a request pursuant to 18 Pa. C.S. § 9158 et seq.

All Crime Victim Right of Access Requests must be submitted to Whitehall Township and MUST include the following:

CVRA Request Form

1. NAME - Attorneys should include their client's name and information as the requesting party.
   - A requesting party is "a crime victim or a defendant in a civil action in which a crime victim is a party." 18 Pa.C.S. § 9158.
   - A "crime victim" is any individual "against whom a crime has been committed or attempted and who as a direct result of the criminal act or attempt suffers physical or mental injury, death or the loss of earnings." 18 Pa.C.S. § 11.103.

2. REASON FOR REQUEST
   - The requesting party must affirm that criminal history "investigative" information is either:
     - o Directly related to a civil action pending in a court in this Commonwealth, or
     - o if requesting party is the crime victim, material and necessary to the investigation or preparation of a civil action in the Commonwealth.

3. MATERIALS REQUESTED - requests must describe the information sought with sufficient specificity to enable Whitehall Police to ascertain what is being requested.

4. DELIVERY OF REQUESTED MATERIALS:
   - Materials will only be provided to a crime victim, a defendant in a civil action in which a crime victim is a party, or their attorney.
   - Delivery may be in person, U.S. Mail, or email.
     - o Please note that large data files cannot be emailed and will either need to be picked up in person or mailed.

Unsworn Statement:

All requests must include a unsworn statement by the requesting party or the requesting party's legal representative, made subject to the penalties of section 4904 (relating to unsworn falsification to authorities). This statement must affirm the following:

- the requested information is directly related to a civil action pending in a court in this Commonwealth or,
- if the requesting party is a crime victim or the crime victim's legal representative, material and necessary to the investigation or preparation of a civil action in this Commonwealth.

Fees:

Pursuant to 18 Pa. C.S. §9158.2(d), Whitehall Township will impose reasonable fees for costs incurred to comply with requests.

Processing Fee - $250

- Payment of this fee is required before any work is completed to fulfill the request.
- Payment is accepted by check or money order payable to Whitehall Township.

Completed Forms:

- In person at Whitehall Township Bureau of Police, 3223 MacArthur Road Whitehall, Pa 18052: Monday-Friday between 8:00a.m. and 4:00p.m.
- Mailed to Whitehall Township Bureau of Police - Attn: CVRA

Whitehall Township Bureau of Police
Crime Victim Right of Access

Date of request: _____

Name of Requesting Party: _____

Address: _____

Telephone No.: _____ Email: _____

Crime Victim: ☐ Crime Victim's Representative: ☐ Defendant in a Civil Action: ☐

Reason for Request:

Pending Civil Action ☐

If Action is Pending, provide Docket #: _____

Preparation of a Civil Action ☐

Materials Requested:

_____

_____

_____

_____

_____

_____

Report Number: _____ Incident Date: _____

Name of Victim: _____ Name of Suspect/Defendant: _____

Delivery of Requested Materials:

Requesting Party ☐

Attorney for Requesting Party ☐

Attorney Name: _____

Mail ☐ In Person ☐ Email ☐

18 Pa.C.S. § 9158.2(B) UNSWORN STATEMENT

I, _____, hereby state as follows:

- I am a Requesting Party or the legal representative of a Requesting Party pursuant to 18 Pa.C.S. § 9158 *et seq.*

- The requested information is directly related to a civil action pending in a court in this Commonwealth, or material and necessary to the investigation or preparation of a civil action in this Commonwealth. 18 Pa.C.S. § 9158.2(a).

- I understand that criminal history investigative information obtained pursuant to 18 Pa. C.S. § 9158 *et seq.* is discoverable in a civil action directly related to the crime, unless otherwise non-discoverable or privileged from discovery. 18 Pa.C.S. § 9158.2(e).

- I understand that information obtained pursuant to this request shall be used only in connection with an actual or potential civil action directly relating to this criminal history investigative information and that use of information to harass, intimidate, or threaten another shall constitute a criminal offense 18 Pa.C.S. §9158.5(c),18Pa.C.S. §9158.5 (d).

- The statements made in this declaration are true and correct to the best of my knowledge, information and belief. I make these statements pursuant to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

_____ _____

Signature of Requesting Party or Requesting Party's Legal Representative — Date

_____ _____

(if applicable) Signature of Attorney for Requesting Party or Requesting Party's Legal Representative — Date