



# BALTIMORE POLICE DEPARTMENT 911/DISPATCH AUDIO REQUEST FORM

DATE

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FORM 376

## CUSTODIAN OF RECORDS COMMUNICATIONS SECTION / INFORMATION RETRIEVAL UNIT

Requestor Name:	
Address:	
Phone #:	Email Address:
Case Name or Client:	Date & Time Frame of the Incident:
Baltimore Police Complaint Number (CC#):	
Detailed Location of Incident:	
Please provide any additional information:	

**NOTE:** Unless archived, due to memory capacity, 911/KGA audio is only available for approximately one year from the date of incident.

The cost of 911/KGA audio is \$80.00 per incident. The \$80.00 fee must accompany requests for each audio requested.

**NOTE:** Based on the information provided, the Information Retrieval Unit will transfer audio that best fits your described incident. The technicians at the Information Retrieval Unit cannot analyze audio for each request; therefore, the BPD cannot guarantee that the audio relates to your incident.

**Mail your request with an \$80.00 fee to:**

Baltimore Police Department  
Attention: Communications Section / Information Retrieval Unit  
242 W. 29<sup>th</sup> St.  
Baltimore, Md. 21211

The certified check or money order must be made out to the Director of Finance. These are the only forms of payment that will be accepted.

For questions concerning the Baltimore Police Department's 911/KGA retrieval capabilities, contact the Communications Section / Information Retrieval Unit at (410) 637- 8875.