



# LUPD Information Request Form

*(Outside The University System- MVA Inquiry)*

For each information item requested, a separate application is required. Please submit a search and service fee of \$5.00 with each application. Make check or money order payable to Liberty University. This fee is non-refundable. Please enclose a self-addressed, stamped envelope if you are not picking up the item in person.

***Please complete the following:***

Date Report Requested:	
Report/Case # (if known):	
Type of Report:	
Date of Occurrence:	
Location of Occurrence:	

***Vehicle Information:***

License #:			
Make:			
VIN#:			
Driver / Involved Party:		DOB	
Driver / Involved Party:		DOB	

***Name / Address of the individual to whom this record is to be released to: (Please print or type)***

Name of Recipient:	
Street Address:	
City / State / Zip Code:	
LUID # (if applicable):	
E-mail:	
Contact #:	

***Method of Payment (All payments must be made in the exact amounts of \$5.00. LUPD is unable to complete credit card transactions or transactions that require change be given to complete payment):***

“X”	Payment Type
<input type="checkbox"/>	<u>Check / Money Order</u> – Payment will be made via check or money order made out to the Liberty University Police Department in the amount of \$5.00. <span style="float: right;">(Records Only: Paid ____ Date ____ Initial ____)</span>
<input type="checkbox"/>	<u>Cash</u> – Cash payment of \$5.00 will be made in the amount of \$5.00 to the Front Desk staff at LUPD. <span style="float: right;">(Records Only: Paid ____ Date ____ Initial ____)</span>
<input type="checkbox"/>	<u>Charge to Student Account</u> – (If Applicable) Charge in the amount of \$5.00 will be charged to the student account. <span style="float: right;">(Records Only: Paid ____ Date ____ Initial ____)</span>

***Distribution Method:***

“X”	Distribution Method	Instructions
	Postal Mail	Individual must provide a “self-addressed” stamped envelope to LUPD along with \$5.00 payment prior to processing.
	E-mail	Individual must provide a valid e-mail address to LUPD along with \$5.00 payment prior to processing.
	Pick-up	Individual must provide a contact # and e-mail address to LUPD along with \$5.00 payment prior to processing. LUPD will contact the individual when the record is ready for pickup.

***For Police Department Use Only:***

Prepared By: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Report Attached      \_\_\_\_\_ No Report Found      \_\_\_\_\_ Handled By Officer – No Report Filed

Officer: \_\_\_\_\_

\_\_\_ Loss Location Not Our Jurisdiction (Suggest you try): \_\_\_\_\_

\_\_\_ Not Releasable

\_\_\_ Approved For Release / \_\_\_\_\_ Date \_\_\_\_\_  
Command Staff / Administration Division

Report: (Circle One) Sent Picked up Emailed      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Initial: \_\_\_\_\_

Recipient Signature if picked up: \_\_\_\_\_

***\*Return Signed Form & Completed Package to Records Manager***