

NEW YORK STATE UNIVERSITY POLICE

UNIVERSITY AT ALBANY

State University of New York

University Police Records Request

You must be a party directly involved in the incident to request a copy of University Police records using this form. You may also request documents electronically using the form at:

http://police.albany.edu/Request_report.shtml

Any request for a Motor Vehicle Accident Report must be made directly through the New York State Department of Motor Vehicles who may provide you with accident reports filed by involved motorists as well as police motor vehicle accident reports if one was completed.

REQUESTING PERSON

NAME	_____	ADDRESS	_____
PHONE	_____		_____
EMAIL	_____	CITY/ STATE ZIP CODE	_____

Describe the document(s) you are requesting. Please include as much information as possible, such as incident number, date, time, location and any persons involved, to assist in locating the record you are interested in.

We will contact you when a copy of the record requested is available. In most cases this will take no more than two (2) business days.

If you are **not** a party directly involved in the incident you are requesting information on you **must** file a Freedom of Information Act (FOIA) request to obtain any record maintained by the University Police Department. FOIA requests may be filed electronically at: http://police.albany.edu/Request_report.shtml or you may contact the University at Albany Records Access Officer through any of the following means:

Phone (518) 956-8150
Email ltaylor@uamail.albany.edu

Address:
University Hall 202
Office of Communications and Marketing
University at Albany
1400 Washington Avenue
Albany, NY 12222