

YOUR NAME
YOUR ADDRESS
YOUR CITY, STATE, ZIP

DATE

Chief of Police OR Public Records Officer
ARRESTING POLICE AGENCY'S NAME
AGENCY'S ADDRESS
AGENCY'S CITY, STATE, ZIP

Dear Sir or Madam:

On CITATION DATE, I was issued a citation for allegedly speeding by OFFICER'S NAME. In accordance with STATE PUBLIC RECORDS LAW, I am requesting discovery for the following documents, which relate to citation #NUMBER:

1. Officer NAME's training records that pertain to his/ her instruction/certification continuing education of traffic speed enforcement and to the instruction/certification in the use of the speed device that was used to ascertain the speed of the vehicle described in citation #NUMBER.
2. Officer NAME's daily log for the day of CITATION DATE.
3. Officer NAME's RADAR/LASER/VASCAR log for the day of CITATION DATE.
4. The name, model, and serial number of the device used to ascertain the speed of the vehicle described in citation #NUMBER and (RADAR ONLY) the serial numbers of the tuning forks used to test the speed-measuring device.
5. Copies of the maintenance and/or certification records, for the last twelve months, of the speed-measuring device that was used to ascertain the speed of the vehicle described in citation #NUMBER.
6. A copy of both sides of the officer's copy of the citation #NUMBER, as well as any other notes or records pertaining to citation #NUMBER.

The records that I have requested DO/DO NOT (PLEASE SELECT) need to be certified nor their authenticity verified. If there is an additional charge for this, I understand that I must pay for that charge.

CHOOSE ONE OF THE TWO OPTIONS BELOW:

I am requesting that the requested records be mailed to me at the following address:
ADDRESS AT WHICH YOU WANT TO RECEIVE THE REQUESTED RECORDS

-OR-

I will pick up the requested records upon notification that they are available.

Thank You,

YOUR NAME

(Mail the request to the police agency via registered or receipt returned certified letter, and keep a copy for your own records.)