



# Lethbridge Police Service

## Request for LPS Files

Request form must be completed in FULL before your request will be accepted.  
Please print clearly completing ALL fields. If the field is not applicable to you please use N/A.

The Personal Information on this form will be collected and shared pursuant to the *Protection of Privacy Act* (POPA) and any other legal requirements where they are consistent with POPA. Any questions regarding the collection and use of information can be directed to the Access and Privacy Unit at [routinerequest@lethbridgepolice.ca](mailto:routinerequest@lethbridgepolice.ca). For general enquiries and questions related to the LPS Routine Request for Information Process, please visit our website at [www.lethbridgepolice.ca](http://www.lethbridgepolice.ca) or contact the Access and Privacy Unit at [routinerequest@lethbridgepolice.ca](mailto:routinerequest@lethbridgepolice.ca)

### All Requests MUST Include:

- **Proof of identity is required. Submission of one (1) piece of government issued picture identification is required.**

If you are making a records request on behalf of another person you are required to provide; a) The Authorization to Release signed by the person with a copy of the persons government issued picture identification, or; b) documented proof of authority to act on that persons behalf. Further requirements may be applicable pursuant to the *FOIP Act*.

- **Payment** may be made through cash, debit, certified cheque, or money order. The LPS will NOT accept personal cheques.

<b>You are Requesting</b>	Own Witness Statement	Free of Charge
	"Drivers copy" of a collision report	Free of Charge
	Routine Request for Information (Full Collision report, disclosable file reports OR Confirmation Letter if file is active before the courts of still under investigation)	\$57.75 (inclusive of all applicable taxes) per occurrence
	Production of Multimedia	\$55 (inclusive of all applicable taxes) per media file
	Photobook	
	Video	
	Audio (Excluding witness statements)	
	Collision Technical Reports	<a href="mailto:routinerequest@lethbridgepolice.ca">routinerequest@lethbridgepolice.ca</a>
	Copy of Certificate of Analysis	\$20 (inclusive of all applicable taxes) per occurrence

### Part 1 - Requestor Information (Please Print Clearly)

Surname/Family Name	Given Name	Middle Name
Date of Birth YYYY-MM-DD	Company Name (If Applicable)	
Daytime Phone	Email	
Mailing Address		
City	Province	Postal Code

### Part 2 - LPS Occurrence Details

Occurrence/File No.	Type of Occurrence
Date and Time YYYY-MM-DD	Location
Invovlement in Occurrence	
COLLISIONS ONLY (If you were a passenger provide the name of the vehicle driver)	

### Part 3 - Occurrence Description (please be specific)

### Part 4 - Reason for Request

### Part 5 - Signature

As signatory, I certify the accuracy of the provided information and agree to the terms of service dictating services are rendered once processing begins.

Signature of Applicant \_\_\_\_\_ Date YYYY-MM-DD \_\_\_\_\_