



**Fax form to: 718-707-5283**

Call next day during business hours to confirm receipt of fax:  
718-707-5751 or 718-707-5734

**INSTRUCTIONS**

This form can ONLY be used for requests that meet the following requirements:

- (1) The request must be for a pending court or administrative proceeding.
- (2) The request must be limited to a maximum of 3 hours of footage PER CASE CAPTION (please use military time).  
Submitting multiple requests consisting of different 3 hour increments for the same matter will not be processed.
- (3) **All required fields denoted with an asterisk (\*) below must be fully completed.**

Requests must be submitted to the CCTV Unit by fax (718-707-5283) during hours of operation: Monday through Friday, 8:00 a.m. to 4:30 p.m. Please call the CCTV Unit (718-707-5751 or 718-707-5734) the next day to confirm receipt of the fax. The CCTV Unit will notify requestors by email regarding the availability of the requested footage. Please provide a minimum of seven (7) business days for processing and retrieval of footage for each request. Footage should be picked up between 8AM and 12PM at the NYCHA Office of Safety and Security, CCTV Unit, 24-02 49th Ave, Long Island City, NY. PLEASE BRING A COPY OF YOUR REQUEST AND NYCHA'S EMAIL RESPONSE WHEN YOU COME TO PICK UP THE FOOTAGE.

*Requests that do not meet the above requirements will not be processed and must be submitted using NYCHA's FOIL or subpoena process.*

**REQUESTOR INFORMATION**

Date:	Name of Requestor*:		
Name of Agency/Organization*:			
Office Tel*:		Cell:	
Address*:			
Email*:			

**COURT CASE OR ADMINISTRATIVE PROCEEDING INFORMATION**

Case Caption*:			
Case/Index Number*::			
Next Court Date:			
Type (check one)*:	<input type="checkbox"/> Criminal Civil Grand Jury Administrative Proceeding <input type="checkbox"/> Other (specify)		
Incident type (for example, assault):*			

**DETAILS OF REQUESTED IMAGES**

Name of Development:			
Address(es) of Requested Images*:			
Date of Images Requested	Time Period of Requested Images (max. 3 hrs)*:	(Military time) * FROM*: TO*:	
Additional Information:			

