

# Tenderloin Camera Network Video Retrieval Request Form

**Instructions:**

1. Complete and email/scan below form to: [cameras@tlcbd.org](mailto:cameras@tlcbd.org)
2. To receive footage, supply a blank flash drive or other storage options  
*\* Hours have changed due to COVID-19 restrictions. Please contact us for scheduling.*

<b>STEP 1: TO BE COMPLETED BY THE REQUESTOR PRIOR TO ANY VIDEO REVIEW</b>	
Individual Name (list all people present)	
Company/Organization	
Daytime Phone Number & Email	
Date and Time Request Submitted	
Date and Time of Video Requested  Detailed Reason for Request including specific alleged criminal or safety incident. Define the relationship between the requester and the incident.	
Location and/or Cameras Requested	
If this video/image retrieval is part of an active police investigation, please provide the <b>Case Number/Description</b>	
<b>STEP 2: TO BE COMPLETED BY TLCBC STAFF DURING/AFTER RETRIEVAL PROCESS</b>	
Cameras Exported	
Export Start Date/Time	
Export End Date/Time	
Quantity of Still Images Saved	
Name of Authorized Network User	

**SEARCHED**       **EXPORTED**       **PICKED UP**       **SCANNED**       **TRACKED**

Questions: email: [cameras@tlcbd.org](mailto:cameras@tlcbd.org) | [www.tlcbd.org/cameras](http://www.tlcbd.org/cameras)