

REQUEST FOR PHOTOGRAPHS
 BUREAU OF INTERNAL AFFAIRS

Date _____

TO: Chief
 Attention: Analytical Section - Photo Room

FROM: _____

SUBJECT: Request for photographs, Log No. _____
 (Utilize a separate request for each Log No.) Please indicate item 1 or 2 below.

1. The undersigned requests separate photographs of the below listed personnel:

	Last Name	First Name	Star Number	Employee Number	DOB
1.					
2.					
3.					
4.					
5.					
6.					

2. The undersigned requests the above placed in a photo line-up. (Additional photographs of similar subjects will be utilized to fill the line-up) Note: Submit request at least 72 hours in advance.

Reason for line-up request : (Check One)

- Compl/Wit Incarcerated: Name _____ Facility _____ Inmate No. _____
- Compl/Wit Hospitalized: Name _____ Hospital Name _____
- Compl/Wit Incapacitated (explain): _____
- Other (explain): _____

No. of line-up copies needed (circle) 1 2 3 4 5 6 7 8 9 Other _____

Date/Time of Incident _____ / _____ hrs.

*REQUESTED COMPLETION DATE _____

*Must be confirmed by Photo Room Personnel

 Requesting Member

Approved:

 Requesting Member's Commanding Officer

 Authorizing Supervisor, B.I.A..

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