



DEPARTMENT OF PUBLIC SAFETY
OHP DASH CAM PRODUCTION UNIT
DASH CAM VIDEO REQUEST FORM

Per Disc Fee

Regular \$5.00 Certified \$8.00

Pre-payment must be made to DPS in the form of money order or cashier's check

Request Date: _____

Phone Number: _____

Requester Name: _____

Address: _____
Street City State Zip Code

Email: _____

Company/Agency Name Phone Number

Please provide all known information related to the requested Dash Cam:

Date of Incident: _____ Time of Incident: _____

County: _____ Nearest City/Town: _____

Location: _____

Trooper Name: _____ Trooper Badge No.: _____

Troop: _____

Individual(s) Involved:

Vehicle Description: _____

Requester Signature: _____

Please check which you are requesting: Dash Cam Video *55 Audio and Radio Traffic

*Please note if you request both Dash Cam and *55 Audio and Radio Traffic, you are required to send two pre-payment fees as you will receive two separate discs.*
If you are needing the CAD Report - Event Detail (dispatch report), you will need to contact our Open Records Division

Mail completed form with pre-payment to: Department of Public Safety
Dash Cam Video Production Unit
P.O. Box 11415
Oklahoma City, OK 73136-0415

All dash cam videos will be produced on a DVD, and can be picked up at DPS in the Records Management Division at 3600 N. Martin Luther King Ave., Oklahoma City, OK. You will be notified when the DVD is available. If you do not wish to pick the materials up in person, please provide a self-addressed, prepaid-postage envelope for a DVD.

INSTRUCTIONS/INFORMATION

The Dash Cam Video Production Unit is responsible for receiving, processing, and maintaining all Oklahoma Highway Patrol videos. Pursuant to Oklahoma law, portions of dash cam videos are open record.

Per disc fee

Regular - \$5.00 Certified - \$8.00

Make pre-payment to DPS in the form of money order or cashiers check.

DPS will not commence processing a Dash Cam Video Request unless/until prepayment is received.

In the instance that we do not have video or audio, your envelope and check will be mailed back to you

For the convenience of the public, a request for an OHP dash cam video may be submitted to the Dash Cam Video Production Unit:

- 1. In person.**
Open record requests may be submitted from 8:00 A.M. to 4:30 P.M., Monday through Friday, excluding state holidays, to the Records Management Division, Room 206, Department of Public Safety, 3600 North Martin Luther King Avenue, Oklahoma City, OK.
- 2. By United States mail to the following address:**
Department of Public Safety
Dash Cam Video Production Unit
P.O. Box 11415
Oklahoma City, OK 73136-0415
- 3. By other mail delivery service to the following address:**
Department of Public Safety
Dash Cam Video Production Unit
3600 North Martin Luther King Avenue
Oklahoma City, Oklahoma 73111

Note: The Department receives from, but **cannot** respond by, United Parcel Service (UPS) or FedEx.

The Department does not accept FAX or electronic requests at this time.

If you have questions about information related to a dash cam video, please call (405) 425-7618, or you may email dashcam@dps.ok.gov.

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