



# Massachusetts Bay Transportation Authority

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Acting Rail & Transit Administrator

## MBTA Transit Police Department AFC Records Access Request Form

**Notice:** This form is used by the MBTA Transit Police Department to obtain information from the active systems Electronic Fare Media Program records that contain Personally Identifiable Information. The MBTA's Website and Electronic Fare Media Privacy Policy (as amended on December 15, 2006) allows release or use of Personally Identifiable Information in connection with legal proceedings or contemplated legal proceedings. By having the MBTA Transit Police Department submit this form, the Authority is making a reasonable effort to limit the scope of the disclosure, restricting such disclosures only to appropriate authorities, and disclosing only such Personally Identifiable Information as is reasonably required to fulfill the purpose of the disclosure. The information obtained as a result of submitted this form is privileged, confidential and for the official use of the MBTA Transit Police Department only.

### 1. RECORDS REQUESTER

Name: \_\_\_\_\_

Employee#: \_\_\_\_\_

Email: \_\_\_\_\_

Case # \_\_\_\_\_

### 2. RECORDS REQUESTED

Purpose for Accessing Records: *Specific Information about the Records Requested (if known):*

Credit Card #:

Charlie Card/Ticket #:

Station(s):

AFC Equipment #:

Date of Incident:

Time of Incident:

Request for Video Tape:

### 3. CERTIFICATIONS

Police Department Signature: \_\_\_\_\_

Date Records Requested:

Print Name:

Badge #:

Police Supervisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

AFC Signature: \_\_\_\_\_

Date Records Released: \_\_\_\_\_

Print Name: Tim Armstrong

Envelope #: \_\_\_\_\_

Privacy Administrator Signature \_\_\_\_\_

Print Name: Scott Darling

