



31399 East Service Drive - Bldg 610
 Detroit, MI 48242
 ph 734 942 5304
 fax 734 942 3814

WAYNE COUNTY AIRPORT AUTHORITY
AIRPORT SECURITY

REQUEST FOR COPY/STORAGE OF CCTV VIDEO OR PHOTO
Form may be faxed to Airport Security at (734) 942-3814 or emailed to security@wcaa.us

Requested by: _____
Print Name Title DTW Badge #

Company Name Contact Phone #

Recording Date: _____ Recording Time From: _____ To: _____

Location: _____

Description of information on CCTV system (**BE SPECIFIC**): _____

Reason for Request: (FOIA, incident investigation, etc.): _____

Requested # of copies: _____

TSA archived/storage CCTV Video: Yes No TSA Case #: _____

Police report created: Yes No Case #: _____ Date: _____

Print name of individuals receiving copies: _____

IMPORTANT: Digital video not archived/saved may be overwritten

Authorized Signature for Request: _____ Date: _____

Print Name Authorized Signer: _____ Badge #: _____

AIRPORT SECURITY USE ONLY	
Copied By: _____	# of Copies: _____ Date: _____
Archived By: _____	Archive Location: _____ Date: _____
Approval to Release Video: _____	Date: _____
SVP Approval: _____	Date: _____

Video Released Signature: _____ Date: _____

Print name Video Released: _____ Badge #: _____