



City of Erie, Pennsylvania
Bureau of Police

PUBLIC APPEARANCE REQUEST FORM

PART 1 – TO BE COMPLETED BY PERSON/ORGANIZATION MAKING REQUEST

Type of Request:

☐ Presentation ☐ Tour ☐ Other _____

Requesting Group/Organization:**Contact Person – Name**

Home Phone: _____ Work Phone _____

Presentation/Tour Information:

Date: _____ Time: From _____ To _____

Location: _____

Estimated number of attendees: _____

Age level of attendees: _____

If presentation request, list topic(s) to be discussed: _____

Additional information or details regarding request:**Submission Data:**

Return completed for with minimum two weeks notice to:

Erie Bureau of Police
Attn: Sergeant David Smith
626 State St.
Erie, PA 16501
(814) 870-1280
dsmith@erie.pa.us



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PART II – FOR BUREAU OF POLICE USE

Date Received:

Approval Information: Date forwarded to Chief's Office _____

☐ Approved By _____ Date _____

☐ Disapproved By _____ Date _____

Confirmation:

Date confirmed with contact person _____

Instruction Materials Needed:

TV/VCR ☐

Other: _____

Assignment:

Officer Assigned: _____

Date Special Duty memorandum completed: _____

Incident Number: _____

Reporting Information: (to be completed by officer assigned)

Estimated number of persons present: _____

Hours of activity: From _____ To _____

Narrative Information: (Recommendations, suggestions, actions, etc.)

Forward completed form to Community Affairs Office