

Bay Head Police Department

83 Bridge Avenue
Post Office Box 248
Bay Head, New Jersey 08742



Kelley Mickle, Records Secretary

Email: kmickle@bayheadpolice.org
Tel. (732) 892-0632
Fax (732) 892-0872

DISCOVERY REQUEST FORM

Important Notice

Please be specific as possible in describing the records being requested. All information requested is to be mailed, faxed, or email to the Bay Head Police Department records.

All discovery is sent out via Evidence.com to a preferred email. Paper documents can be sent upon request.

Requestors Information – Please Print

First Name _____ MI _____ Last Name _____

E-mail address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax _____

Case Information

Defendant's First Name _____

MI _____

Defendant's Last Name _____

Case # _____

Bay Head Police Department

83 Bridge Avenue
Post Office Box 248
Bay Head, New Jersey 08742



Kelley Mickle, Records Secretary

Email: kmickle@bayheadpolice.org
Tel. (732) 892-0632
Fax (732) 892-0872

Fee Information

Fees: Letter size pages - \$0.05
per page

Legal size pages - \$0.07
per page

Body Camera Videos - \$47/redaction hour
-1 hour of body camera video equals 6 hours of redaction time. Redaction hours are billable in ½ hour increments. Body camera video requests under 1.5 hours are free of charge.

Other material (USB, CD, DVD, etc) – actual cost of material

Is Body Camera Video requested (please check option)?

☐ Yes

☐ No

Delivery options (please check option)

☐ Email

☐ Mail (additional charge for postage fees apply)

Payment Information (Checks only, payable to the Borough of Bay Head)

Requested info	Quantity	Cost per unit	Total
Letter Size		\$0.05	
Legal Size		\$0.07	
Redacted Body Cam Video Hours		\$47.00	
Other Material		Actual Cost	
Total Amount Due			