

# VOORHEES POLICE DEPARTMENT

1180 WHITE HORSE ROAD  
VOORHEES, NEW JERSEY 08043



LOUIS J. BORDI  
CHIEF OF POLICE

(856) 627-5858  
DEPARTMENTAL PHONE

To Whom It May Concern:

Due to an increase in the number of requests for police information, all requests for record information will have to be made via written request. This written request is necessary to expedite the process to better serve you. The request form is simple and self-explanatory.

- To ensure that you get a thorough Records Check, **THREE TO FIVE BUSINESS DAYS** is needed to Complete the check.
- Please provide proper identification as well as a return phone number where you maybe notified when the Records Check is completed.
- **ALL RECORDS CHECKS REQUIRE A WRITTEN RELEASE (NO EXCEPTIONS)!!**  
NO VERBAL RESPONSE WILL BE GIVEN OVER THE PHONE.

Criminal Record Check  Does the subject reside in Voorhees Yes  No   
Does the subject work in Voorhees Yes  No

**THIS IS A CRIMINAL ARREST CHECK ONLY !!**

Subjects' Full Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Also Known As: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address (Include Suite Number): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Case /Offense Number(s): \_\_\_\_\_ Date Of Incident(s): \_\_\_\_\_

Person Requesting Check: \_\_\_\_\_

Requesting Agency: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Date/Time Notified: \_\_\_\_\_ Person Notified: \_\_\_\_\_

Records Check Fee: \_\_\_\_\_ Paid/Receipt: \_\_\_\_\_