



DETROIT METRO • WILLOW RUN  
WAYNE COUNTY AIRPORT AUTHORITY

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 individual receiving copies: \_\_\_\_\_

Copy #: \_\_\_\_\_ Type of Copy:  DVD  Photo Date: \_\_\_\_\_

Print name of individual receiving copies: \_\_\_\_\_

Copy #: \_\_\_\_\_ Type of Copy:  DVD  Photo Date: \_\_\_\_\_

**IMPORTANT: Digital video not archived/saved may be overwritten**

**Authorized Signature** for Request: \_\_\_\_\_ Date: \_\_\_\_\_

Video Released Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AIRPORT SECURITY USE ONLY	
Copied By: _____ # of Copies: _____ Date: _____	
Archived By: _____ Archive Location: _____ Date: _____	
Approval to Release Video: _____ Date: _____	
<i>Chief/Deputy Chief</i>	