Use this form when requesting a member of the Anchorage Police Department to attend your event. Appearance requests must be made at least 30 days in advance of the event.

Email completed form to mj.thim@anchorageak.gov or mail to the Anchorage Police Department Attn: Community Relations Unit, 716 West 4th Avenue, Anchorage, AK 99501

You will be contacted upon approval/denial.

Today’s Date: ______________________________

Requestor Name: ______________________________

Organization/Agency Requesting: ______________________________

Email: ______________________________ Phone: ______________________________

Event Title: ______________________________

Event Duration: ______________________________ Number of Attendees: ______________________________

Date/Time of Event: ______________________________

Event Location: ______________________________

Presentation Topic: ______________________________

Is there a specific person being requested? If so, whom: ______________________________

Is there a fee associated with this event? If so, describe: ______________________________

Additional Information: ______________________________

______________________________

APD Use Only

Date Request Received: ______________________________ Request Routed to: ______________________________

Approved/Denied: ______________________________ Reason for Denial: ______________________________

Assigned to: ______________________________

Recontacted Requestor: Email: ______________________________ Phone: ______________________________ Date: ______________________________ Name/DSN: ______________________________

Notes: ______________________________

______________________________