

Request for Use of Closed-Circuit Equipment

Request closed-circuit equipment by completing this form and submitting by mail or FAX to:

Virginia Department of State Police
Bureau of Criminal Investigation
High Tech Crimes Division
P.O. Box 27472
Richmond, Virginia 23261-7472
Phone: (804) 674-2669 • FAX: (804) 674-2198

Person Requesting Equipment

Name _____ Title _____

Address _____

Phone _____ Fax _____

Signature (required) _____

Case Information

Locality/Jurisdiction _____ Date of Offense _____

Name of Case: State vs. _____

Has a Motion been filed to use closed-circuit testimony?

Yes No

Date _____ (please attach a copy of the motion)

Has it been approved?

Yes* No

**VSP must receive a copy of the signed order prior to installation*

Type of court hearing (check all that apply)

Preliminary Hearing Date/Time _____

Jury Trial Date /Time _____

Bench Trial Date /Time _____

Civil Child Protection Date /Time _____

Installation Information (Note: Installation of equipment takes approximately 2 hours.)

Location of the Courthouse _____

Courtroom Location or Room number _____

When will court room be available for installation? _____

Local contact person regarding scheduling and installation of equipment

Name _____ Agency _____

Phone _____ Fax _____

**Direct questions about this service, cancellations, or rescheduling requests to:
(804) 674-2669**