

# Request for Use of Closed-Circuit Equipment

Request closed-circuit equipment by completing this form and submitting it by Email, FAX or US Mail to:

Virginia Department of State Police  
BCI-HTCD – Fairfax Building  
10710 Midlothian Turnpike, Suite 304  
North Chesterfield, Virginia 23235  
Phone: (804) 929-6598 or (804) 674-2669 • FAX: (804) 674-2198  
Email: CCTV@vsp.virginia.gov

## Person Requesting Equipment

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

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

Has it been approved?

Yes\*      No

Date \_\_\_\_\_ (please attach a copy of the motion) *\*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 \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Direct questions about this service, cancellations, or rescheduling requests to:  
Ms. Caroline Jablonski, (804) 929-6598 or (804) 674-2669**