

# SANTA CLARA POLICE REQUEST FOR RECORD INFORMATION

Main: 408-615-4700  
Fax: 408-248-0276

601 El Camino Real  
Santa Clara CA 95050

Report/Case # \_\_\_\_\_  
or Incident #: \_\_\_\_\_

<b>INCIDENT INFORMATION</b>	<b>1</b>	<b>Type of Report (check one):</b>	<input type="checkbox"/> Traffic Collision Report	<input type="checkbox"/> Crime Report	<input type="checkbox"/> Other
			<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Arrest Report	<input type="checkbox"/> A juvenile is involved (refer to Juvenile Court)
	<b>2</b>	<b>I am requesting the following:</b>	<input type="checkbox"/> Copy of Report	<input type="checkbox"/> Calls for Service	<input type="checkbox"/> Photos
	<b>3</b>	<b>Report Information</b>			
		Date/Time Reported:	_____		
		Location of Occurrence:	_____		
		Suspect/Driver Name:	_____		
		Victim/Driver Name:	_____		
		Circumstances:	_____		
			_____		
			_____		

<b>REQUESTOR CONTACT INFORMATION</b>	<b>4</b>	<b>I am the (check one):</b>	<input type="checkbox"/> Victim	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Attorney
			<input type="checkbox"/> Suspect	<input type="checkbox"/> Insurance Rep.	<input type="checkbox"/> Other: _____
		Name:	_____		
		Company Name:	_____		
		Address:	_____		
		City, State, & Zip Code:	_____		
		Home Phone #:	_____		
		Cell Phone #:	_____		

- \* Reports are released in accordance with Government Code 6254. The Santa Clara Police Department may take up to **10 days** to respond to this request, but will strive to release reports as soon as possible.
- \* Reports involving juveniles are released under statutes governed by the Santa Clara County Juvenile Court (T.N.G. vs. Superior Court 4 Cal.3d 767) and may take longer than 10 days to be released.
- \* Report Release Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.
- \* Report cost: 20 cents each page. Photographs or information on CD/DVD: \$3 per CD/DVD

Signature \_\_\_\_\_

Date of Request \_\_\_\_\_

<b>RECORDS USE ONLY</b>	<u>Received</u>	<u>Reviewed</u> By/Date	<u>Released</u>
	By/Date: _____	Approved: _____	By / Date: _____
	Notes:	Denied: _____	# of Pages: _____
		PRA Letter: _____	Cost: \$