



FULLERTON POLICE DEPARTMENT

REQUEST FOR POLICE DOCUMENTS

Fields with an asterisk () are mandatory* *CASE NUMBER _____

TO BE COMPLETED BY THE REQUESTOR

*Name: _____ *DOB: _____ *Phone 1: _____
 Address: _____ Phone 2: _____
 City / State / Zip: _____ CDL: _____

***Or, if the case number is not known, please provide the following information:**

Date: _____ Type of incident: _____
 Time: _____ Location of incident: _____

***I am requesting a copy of:**

- | | |
|---|---|
| <input type="checkbox"/> Crime Report (\$20.00 first 20 pgs) | <input type="checkbox"/> CAD Call (20¢ / page) |
| <input type="checkbox"/> Traffic Collision (Face Page) | <input type="checkbox"/> Citation Copy (\$6.00) |
| <input type="checkbox"/> Traffic Collision (Full Report) | <input type="checkbox"/> Purge Letter (\$17.00) |
| <input type="checkbox"/> Juvenile (828) Petition First Notice | <input type="checkbox"/> Juvenile (828) Petition Approved |

Other: _____

***I am the:**

- | | |
|---|---|
| <input type="checkbox"/> Victim | <input type="checkbox"/> Property Owner |
| <input type="checkbox"/> Parent / Guardian | <input type="checkbox"/> Property Manager |
| <input type="checkbox"/> Arrested Party | |
| <input type="checkbox"/> Registered Owner or Driver of V# _____ | |

Other: _____

I declare under penalty of perjury that the information indicated above is true and correct and I am the party of interest.

*Signature: _____ *Date: _____

TO BE COMPLETED BY FULLERTON PD PERSONNEL

- Approved Denied (reason below)

- Individual is only a witness and not considered "involved" in the incident.
- Release to arrested persons/suspects while active at Court prohibited by Department Policy; copies may be obtained at arraignment.
- Release of report would endanger the successful completion of the investigation per GC 7923.600 - 7923.625.
- Report contains information on juveniles; Court Order required to release the report per WIC 827.
- Report contains information on an elder or dependent person; Court Order required to release the report per WIC 15633.
- Report is medical in nature and cannot be released per GC 7927.700.
- Subpoena Duces Tecum required for release of record.
- Requestor must bring a letter on company letterhead indicating they are authorized to pick up the report on the company's behalf.
- Other: _____

DETERMINATION MADE BY:

Initials: _____ Badge: _____ Date: _____

RELEASED BY:

Initials: _____ Badge: _____ Date: _____

REQUESTOR NOTIFICATION

1	Badge: _____	Date: _____	Time: _____	<input type="checkbox"/> In person	<input type="checkbox"/> Left message	<input type="checkbox"/> Voicemail full	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Lexis Nexis
2	Badge: _____	Date: _____	Time: _____	<input type="checkbox"/> In person	<input type="checkbox"/> Left message	<input type="checkbox"/> Voicemail full	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Lexis Nexis
3	Badge: _____	Date: _____	Time: _____	<input type="checkbox"/> In person	<input type="checkbox"/> Left message	<input type="checkbox"/> Voicemail full	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Lexis Nexis



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REQUEST FOR POLICE DOCUMENTS

Please read the instructions below and complete the application on the reverse side of this form. If all sections are not completed, your request will be denied. This request form is NOT for use by law firms, insurance companies or other Police agencies. For more information, call the Fullerton Police Department Records Bureau at 714-738-6791.

INFORMATION ABOUT THE REQUEST PROCESS

Police report requests are processed in approximately 10 working days upon receipt. Please note that there is an internal approval process and reports are not available for release until this process is completed.

Reports requested on behalf of a business should include documentation that the requestor is entitled to receive the report.

METHODS TO REQUEST A REPORT

TO REQUEST A REPORT ONLINE, visit www.cityoffullerton.com/government/departments/police and click on "How Do I" and "Request Police Reports"

TO REQUEST A REPORT BY MAIL, you must include a notarized letter, a \$20.00 check or money order and a self-addressed and stamped return envelope. Send your request to the address below:

Fullerton Police Department
Attn: Police Records
237 West Commonwealth Avenue
Fullerton, CA 92832

TO REQUEST A REPORT IN PERSON, visit the Front Desk of the Police Department during normal business hours and complete this form. Any applicable fees for the production of documents will be collected at pick up.