



San Francisco State University Police Department

1600 Holloway Avenue • San Francisco, California 94132

Tel: 415-338-7200 • Fax 415-338-0905



Police Report Copy Request

Police reports, whole or in part, will be released to authorized persons, or their designated representatives, unless exempt per sections (6254(f)) of the California Public Records Act, 6250 of the California Government Code. Police reports may not be released if, by the release, the report could endanger the safety or privacy of a victim, witness or involved party in the investigation, endanger the successful completion of an investigation, or if the case involves juveniles. Authorized representatives must show or demonstrate proof of representation. Those not party to a crime report/not representing someone involved may only be authorized certain information. Law enforcement requests for records can be faxed on department letterhead, with reason and contact, to 415-338-0905 attn:Records

RECORD INFORMATION (Please Print)					
Date Requested	Date of Incident	Case/Incident #	Incident Type:		
Reason for Request:			Crime	Log Incident Only	
			Traffic Collision	Other	
Requestor Information (Person involved)			Agency/Authorized Representative/etc		
Full Name			Agency/Contact Name		
Mailing Address (Mail report? __yes __no, will pick up)			OR	Mailing Address	
City	State	Zip	City	State	Zip
Driver's License		Phone	Phone		
Requesting Party of Interest (Check One)					
Person Involved		Attorney	Authorized Representative of Victim		
Parent/Guardian of Juvenile		Insurance Company Representative			
Other _____					
Note: 1) Juvenile reports must be approved for release by the Juvenile Court					
2) Arrested parties get info through discovery process/trial (If not arrested, info must be subpoenaed)					
I declare under the penalty of perjury, that I am, or that I represent the party of interest in the report recorded hereon. Digital Signature: _____ Date: _____					
Department Use Only					
Date Received: _____			Reason for Denial		
Received By: _____			Confidential	Active Investigation	Juvenile
Date Processed: _____			Available at trial	Not Entitled	Other