RECORDS REQUEST

Use this form to make request for re-lease of police information. The $10 processing fee is non-refundable.

This form may be filled out in advance and delivered to UCPD in person, mailed, faxed or submitted on-line. The affidavit (section 3) must be signed in the presence of a UCPD representative, to receive the requested report, at time of pickup. There is a non-refundable $10 fee for copies of police reports (checks should be made payable to "U.C. Regents"). Fee will be waived if requester is listed as Victim or is an agent of the University and requires the report for administrative purposes. Allow up to 10 working days to process and authorize request. You will be notified when your report is ready for pickup. In order to receive the report, you must be a party involved in the report, or a legal representative of an involved party, as attested to by signature made at time of pickup.

Release of reports is governed by California Public Records Act (Government Code Section 6250-6260) as well as by department policy. Report information will not be released unless the requester establishes both "right to know" and "need to know." Note that you might not need the report. Insurance companies, et. al., usually only need the case number. If they want the report, they will need to order it themselves.

UCPD Berkeley

UC Police Department
University of California, Berkeley
1 Sproul Hall, MC# 1199
Berkeley, CA 94720-1199
8 a.m. to 5 p.m.
Monday through Friday

Section 1 — Incident
- Case Number (if known)
- Date and Time
- Place
- Type of Report (highlight one)
  - Crime
  - Traffic Collision
  - Other

Section 2 — Requester
- Name of Party of interest
- Indicate Involvement (highlight one)
  - Victim
  - Suspect
  - Parent or Guardian of Juvenile
  - Driver
  - Passenger
- Agency or Firm Name (if any)
- Claim Number
- Date Request is Being Made

For UCPD Internal Use Only
- Requester's ID Number (indicate if Drivers License (i.e. CA DL #), or other type)

Section 3 — Affidavit
I declare under penalty of perjury that I am a party involved in the report, or a legal representative of an involved party.

Signature ____________________________ Date

Section 4 — Contact
- Phone Number
- E-mail Address
- Mail to ____________________________

Section 5 — Process Track
- Request received by
- Fee paid? (circle one)
  - cash
  - check
  - waived

Request verified by
- Advised of status or Message left by
- Mailed/Released at counter by

Section 6 — If Pending
- Investigated by
- Date denied
- Reason
- Violates discovery, or other
  (i.e. case currently in proceedings)
- Case is being handled by CSC
  (http://campuslife.berkeley.edu/conduct)
- Other (specify)