UC Berkeley Police Department
Records Request Form

1 Sproul Hall Berkeley, CA 94720-1199 | 24-hour: (510) 642-6760

In order to receive a copy of a 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 the time of retrieval. Release of reports is governed by the California Public Records Act as well as by department policy. Report information will not be released unless the requester establishes both a "right to know" and "need to know".

Release of an approved report is contingent upon presentation of a valid, government-issued photo ID and payment of the required non-refundable duplication and processing fee.
Processing of this request may take up to 10 calendar days.

Full Name (Last, First, Middle)				Date of Birth

Address	City & State	Zip Code	Telephone Number

Date Request is Being Made	E-Mail Address

Date and Time of Incident	Type of Report (Select One)

☐ Traffic Accident ☐ Crime ☐ Incident ☐ Other

Case Number or Event Number	Location of Reported Incident

Please Select Involvement (Select One)

☐ Driver ☐ Passenger ☐ Pedestrian ☐ Victim ☐ Arrestee ☐ Other (Specify): _____

Reason for Report Request

Affidavit & Certification

I declare under the penalty of perjury that I am a party involved in the report or a legal representative of an involved party.

Signature *(must be signed in the presence of a UCPD Records Analyst at the time of retrieval)*	Date

FOR DEPARTMENT USE ONLY

☐ Request Received By: _____

☐ Copy Prepared By: _____

☐ Advised of Status or Message Left By: _____
Date: _____

☐ Manager Approval: Yes / Not Applicable
By: _____

Mailed / Encrypted Email / Released at Counter / By: _____

PAYMENT METHOD

☐ Cash *(exact change only)*

☐ Check #_____

☐ Fee Waived

☐ Report Request Denied

☐ Report Purged

Reason: _____

By: _____ Date: _____