



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".

An approved report for release will require review of a valid government issued photo I.D. and collection of the 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) <input type="checkbox"/> Traffic Accident <input type="checkbox"/> Crime <input type="checkbox"/> Incident <input type="checkbox"/> Other		
Case Number or Event Number	Location of Reported Incident		
Please Select Involvement (Select One)			
<input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Pedestrian <input type="checkbox"/> Victim <input type="checkbox"/> Arrestee <input type="checkbox"/> 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 (<i>must be signed in the presence of a UCPD Records Analyst at the time of retrieval</i>)			Date

FOR DEPARTMENT USE ONLY

Request Received By: _____

Copy Prepared By: _____

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

Scan & Print I.D. Number: _____

Mailed / Released at Counter By: _____

PAYMENT METHOD

Cash (*exact change only*)

Check # _____

Fee Waived

Report Request Denied

Report Purged

Reason: _____

By: _____ Date: _____