

# CITY OF CHOWCHILLA CALIFORNIA



## **POLICE REPORT REQUEST**

To obtain a police report fill out and submit the accompanying Police Report Request Form. Failure to complete all required sections could delay or deny your request.

- If you want a copy of your arrest or crime report and your trial is pending you need to contact the District Attorney.
- If you want a copy of your arrest or crime report for which a trial is not pending there is a \$10.00-\$15.00 fee depending on whether or not the report is archived.
- Arrest or crime reports can be released to authorized persons such as the victim, the victim's representative, or as provided in Section 6254 of the Government Code.
- Traffic collision reports can be released to authorized persons such as the victim, the victim's representative, or as provided in Section 20012 of the Vehicle Code, and the report fee is \$25.00.

Provide the police report number on the Police Report Request Form. If you do not have the report number provide the name(s) of the parties involved and the date, time and location of the incident. It can take 7-10 days to provide a report request. However, if the investigation is pending it may take longer to process the report request.

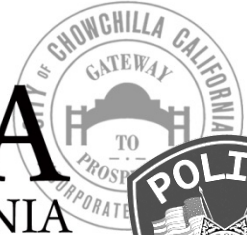
Reports can be mailed or picked up at the Chowchilla Police Department.

### **TO OBTAIN A POLICE REPORT:**

1. Submit a completed request form to the Chowchilla Police Department including check payable to the City of Chowchilla or cash. Cash sent through the mail is at the risk of the sender.
2. The report will be mailed or made available for pick up as soon as processing is complete.
3. Reports will not be released under the following circumstances:
  - a. To listed suspects
  - b. Currently under investigation
  - c. Juvenile reports will only be released to a parent or legal guardian and must be obtained at the police department



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## POLICE REPORT REQUEST FORM

PRINT LEGIBLY

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mail the report to me       Call me when the report is ready for pick-up

### REPORT INFORMATION

Provide as much detail as possible

Police Report Number: \_\_\_\_\_

Traffic Accident       Other: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Names/Birthdates of Persons Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### POLICE DEPARTMENT OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date Notified: \_\_\_\_\_