

**ALAMEDA COUNTY SHERIFF'S OFFICE
REQUEST FOR COPY OF INCIDENT/CRIME REPORT**

Report Number(s): _____

Date and Time of Incident: _____

Location of Incident: _____

Name of Person(s) Involved: _____

Person Requesting Copy of Report Currently In-Custody

Your Name: _____ PFN: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Housing Unit Location (in-custody): _____

Email Address: _____ Tel. No: _____

Check box if your number is blocked

Reason for Requested Report (Check appropriate box)

- | | | |
|---|--|---|
| <input type="checkbox"/> Domestic Violence Restraining Order (<i>Rush Request</i>) | <input type="checkbox"/> Victim of Crime | <input type="checkbox"/> Suspected of a Crime |
| <input type="checkbox"/> Insurance Claim | <input type="checkbox"/> Juvenile Victim | <input type="checkbox"/> Juvenile Suspect |
| <input type="checkbox"/> Parent/Guardian of: | <input type="checkbox"/> Criminal Action | |
| <input type="checkbox"/> Civil Action | | |
| <input type="checkbox"/> Other: _____ | | |

Government Code Section 6254 et. seq: Certain contents of a Sheriff's Incident Report may not be deemed public information, and your copy of the report will be edited to comply with provisions of the law.

Penal Code Section 841.5: The Sheriff's Office is precluded from releasing the address and telephone number of victim(s) and witness(es) to suspect(s). If you are a listed suspect, your copy of the report will be edited accordingly. Your attorney may obtain an unedited copy through the court discovery process.

Government Code Section 6253(c): The Sheriff's Office has up to **10 business days** from the time of your request to determine if the report may be released. Once it has been determined the report can be released, the report will be released as expeditiously as possible. **There is no same day service at this time.**

Government Code Section 6257: The Alameda County Board of Supervisors sets the amount of fees in accordance with actual costs incurred.

You will be notified by telephone when report is ready for pick-up. Reports must be picked-up between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. If desired, the report will be e-mailed or mailed to the person requesting the report by providing a self-addressed, stamped envelope.

For people requesting reports who are currently in-custody: Please provide your name, PFN, address you would like the report mailed, and housing unit location. The report will be mailed to you when it is ready for distribution.

(Signature of Requesting Party)

(Date)

Office Use Only

Accepted by: _____ Date: _____

Approved by: _____ Date: _____

Prepared by: _____ Date: _____

Notified by: _____ Date: _____

Picked up by: _____ Date: _____