



San Francisco State University Police Department



POLICE REPORT COPY REQUEST FORM

Police reports, whole or in part, will be released to authorized persons, or their designated representatives, unless exempted per sections of the California Public Records Act and 7923 of the Government Code. Police reports may not be released if, by the release, the report could endanger the safety or privacy of a victim, witness, or involved party in the investigation, endanger the successful completion of an investigation, or if the case involves juveniles. Authorized representatives must show or demonstrate proof of representation. Those not party to a crime report/not representing someone involved may only receive certain information. Law enforcement requests for records can be faxed on department letterhead, with reason and contact information to 415-338-0905 attn: Records. All other requests can be dropped off in person, mailed to UPD or sent via email to updrecords@sfsu.edu. Reports cannot be released via email.

Record Information (please print)

Date Requested:	Date of Incident:	Case/Incident #:
Incident Type:		Reason for Request:

Requestor Information (please only fill section 1 or 2)

1) Person Involved

Full Name:	Driver's License Number:
Mailing Address:	
Phone Number:	Mail Report? ☐ Yes ☐ No, will pick up

2) Agency/Authorized Representative

Agency Name:	Contact Name:
Mailing Address:	
Phone Number:	Fax Number:
Email Address:	☐ Mail ☐ Fax ☐ Pick up in person

Requesting Party of Interest (please check only one)

☐ Person Involved	☐ Attorney	☐ Auth. Rep. of Victim
☐ Parent/Guardian of Juv.	☐ Insurance Representative	☐ Other: _____

Note:

- Juvenile reports must be approved for release by the Juvenile Court.
- Arrest parties get info through discover process/trail.

I declare under the penalty of perjury, that I am, or that I represent the party of interest in the report recorded hereon. (Digital) Signature: _____ Date: _____

Department Use Only

Date Received:	<u>Reason for Denial</u> ☐ Confidential ☐ Available at Trial ☐ Active Investigation ☐ Not Entitled ☐ Juvenile ☐ Other		
Received by:			
Date Processed:			
Processed by:			