



REQUEST FOR RELEASE OF POLICE RECORDS INFORMATION

Public/Victim Request for Crime Information (Gov. Code 7923.600 - 7923.625)

TODAY'S DATE	CASE NUMBER
INCIDENT ADDRESS / STREET / LOCATION	INCIDENT DATE / TIME

REQUESTOR INFORMATION

NAME		DATE OF BIRTH / /
ADDRESS / CITY / STATE / ZIP CODE		
HOME PHONE ()	CELL PHONE or BUSINESS PHONE ()	
DRIVER'S LICENSE NUMBER	STATE	EMAIL ADDRESS
REQUESTOR'S INVOLVEMENT TYPE IN THE REPORT / INCIDENT (Please check one)		
<input type="checkbox"/> VICTIM <input type="checkbox"/> SUSPECT <input type="checkbox"/> ARRESTED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED PARTY <input type="checkbox"/> PARENT/GUARDIAN OF JUVENILE <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> OTHER _____		
<input type="checkbox"/> INSURANCE * <input type="checkbox"/> ATTORNEY *		
INSURANCE/ATTORNEY MUST PROVIDE A SIGNED WAIVER AUTHORIZING TO OBTAIN ANY INFORMATION		

PERSON INFORMATION IS REQUESTED ON (IF DIFFERENT FROM ABOVE)

NAME	DATE OF BIRTH
_____	_____ / _____ / _____

TYPE OF REPORT REQUESTED

<input type="checkbox"/> CRIME REPORT <input type="checkbox"/> ARREST REPORT <input type="checkbox"/> TRAFFIC COLLISION <input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> CITATION <input type="checkbox"/> OTHER _____ <input type="checkbox"/> U VISA CERTIFICATION FORM I-918 SUPPLEMENT B <input type="checkbox"/> CALLS FOR SERVICE (Date ranged needed)

CERTIFICATION *I declare under penalty of perjury that I am, or represent the party of interest identified in the information listed herein.*

SIGNATURE _____ **DATE** _____

THIS SECTION IS FOR POLICE USE ONLY

IDENTIFICATION VERIFIED	FEES PAID	AUTHORIZATION	HOW INFORMATION WAS RELEASED
<input type="checkbox"/> YES <input type="checkbox"/> CDL Provided <input type="checkbox"/> NO <input type="checkbox"/> BADGE <input type="checkbox"/> OTHER	<input type="checkbox"/> YES receipt # _____ <input type="checkbox"/> NO <input type="checkbox"/> FEE WAIVED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> IN PERSON <input type="checkbox"/> FAX <input type="checkbox"/> U.S. MAIL <input type="checkbox"/> VIEW ONLY <input type="checkbox"/> REPORT REDACTED <input type="checkbox"/> EMAIL
REASON FOR DENIAL			
<input type="checkbox"/> Disclosure would endanger the successful completion of the investigation or related investigation. <input type="checkbox"/> Disclosure would endanger the safety of an involved person. <input type="checkbox"/> Witness potentially endangered. <input type="checkbox"/> Applicant is not an "involved" party. <input type="checkbox"/> Records must be requested by subpoena. <input type="checkbox"/> Deferred to other agency or court. <input type="checkbox"/> Other _____			
APPLICANT WAS ADVISED OF THE DENIAL <input type="checkbox"/> IN PERSON <input type="checkbox"/> MAIL <input type="checkbox"/> TELEPHONE <input type="checkbox"/> FAX			
RECORDS REQUEST RECEIVED BY	APPROVED/DENIED BY	RELEASED BY	
Employee ID # / Initial	Employee ID # / Initial	Employee ID # / Initial	
Date	Date	Date	

Request for Release of Police Records Information Instructions

Your request for the release of police records.

You are not required to complete this form. However, to properly assess your request, completing this application thoroughly will reduce the unnecessary delay in the processing of your request.

Please answer all the questions and check boxes as they pertain to you.

You will be contacted by our Records personnel when your request is available for release. Payment will be required at the time of report release.

The following information outlines the laws that govern the release of police records. If you have other questions or need to speak to a police representative regarding this policy, please contact Records personnel at (714) 744-7380.

Our Review and Redactions

In order to verify your identity, evaluate each request, and maintain appropriate documentation of the release of record(s), valid identification will be required. Our department takes careful steps to protect the information of those involved. We respect each person's right to privacy, with the exemptions outlined in the California Public Records Act. In some cases, "blacking out" or redaction will occur to meet these requirements.

Records Counter Hours

The Records Window is located in the Lobby of the Police Department at 1107 North Batavia, Orange, CA 92867.

The hours of operation are as follows:

Monday through Friday 8:00 AM – 6:00 PM

Saturdays 8:00 AM – 2:00 PM

Closed on Sundays and major holidays.

CRIME AND INFORMATION REPORTS

Government Code Sections 7920 and 7923.600 - 7923.625 provide the guidelines for the release of crime reports. Those eligible for the release of records include:

- **The victim**
- **The authorized representative of the victim**
- **An insurance carrier against which a claim has been and/or might be made**
- **Any person suffering bodily injury, property damage or loss.**

EXEMPTIONS:

However, the Government Code precludes releasing any information or copies of reports, if:

- **The disclosure would endanger the safety of a witness or other person involved**
- **The disclosure would endanger the successful completion of the investigation and or related investigation**
- **The name and address of a victim of specified crimes defined by Penal Code Sections 261, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7 or 422.75, shall not be disclosed.**

JUVENILE REPORTS AND CONTACTS

Juvenile information includes ANY document relating to juvenile contacts and arrests. In accordance with Welfare and Institutions Code Section 827, the Juvenile Court has exclusive authority to determine whom, and, the extent to which, juvenile record information may be released. Release of juvenile information requires the express permission of the Presiding Judge of the Juvenile Court.

Parents of a juvenile may receive a copy of certain type of reports. All others will need to petition Juvenile Court directly for the release of that record. The Police Department has the necessary form to do this or you may visit the Orange County Juvenile Court - in person. The petition is also available on the Orange County Juvenile Court's web site: www.occourts.org

TRAFFIC COLLISIONS

California Vehicle Code Section 20012 provides guidelines for the release of traffic collision reports. If you are requesting a copy of a traffic collision report, you must be one of the following:

- **The involved driver(s)**
- **The guardian or conservator of the involved driver(s)**
- **The parent of a minor driver**
- **The authorized representative of the driver(s) and written authorization will be required**
- **An injured party**
- **The owner of a vehicle or property damaged by the collision**
- **Persons who may incur civil liability as a result of the collision**
- **Any attorney who declares under penalty of perjury that he/she represents any of the above.**

JUVENILES INVOLVED?

Parents of a juvenile driver may receive a copy of a traffic collision report, however, any information involving other juveniles must be screened and removed prior to the release of a copy of the report. If a juvenile was involved in the collision and no criminal charges against the juvenile are pending, a copy of the report can be released. In the event that criminal charges are pending against a juvenile driver, or you need information on another juvenile involved in the collision, you will need to petition Juvenile Court directly for the release of that report. The police department has the Juvenile Court petition available. It is also available on the Orange County Juvenile Court's web site:

www.occourts.org

ARREST REPORTS

Copies of arrest reports pending court action can be obtained through the District Attorney's Office. Arrest reports that have been adjudicated are eligible for release following court disposition. No arrest report will be released if:

- **The disclosure would endanger the safety of a witness or other person involved;**
- **The disclosure would endanger the successful completion of the investigation and/or related investigation;**
- **The arrest or detention is for a medical or similar reason, then disclosure would constitute an invasion of privacy.**