# Cloverdale Police Department

Robert Stewart, Chief of Police

112 Broad Street • Cloverdale, CA 95425 • Phone: (707) 894-2150 • Fax: (707) 894-5203

# PUBLIC RECORDS REQUEST FORM

Thank you for your records request. We know it is very important to you. Pursuant to the California Public Records Act, within 10 days from receipt of your request our Records Department will determine if your request can be fulfilled and you will be notified. In unusual circumstances, the time may be extended by written notification.

**Not all information requested is allowed to be released under the California Public Records Act.**

**NOTE: The Cloverdale Police Department Records Personnel have the right to refuse you access to the information if you do not satisfactorily establish your identity and prove you have the right to access such records.**

| Name of Requestor - Last/First Name | Email Address | Date of Request | Contact Phone Number |
|---|---|---|---|
| Agency/Company, if applicable | | | Alternate Contact Phone Number |

| Address | City | Zip Code |
|---|---|---|

| Date of Birth | Type of Picture ID | Picture ID # |
|---|---|---|
| | ☐ Driver's License ☐ Identification Card ☐ Passport | |

**Reason for the request?** _____

_____

_____

SIGNATURE OF PERSON REQUESTING RECORD(S): _____

**TYPE OF RECORD REQUESTED (CHECK ALL THAT APPLY):**

☐ Incident Record (i.e., barking dogs, civil, graffiti)   Incident #: _____

☐ Crime Report (i.e., theft, vandalism, fraud)   Cloverdale Case Report Number: _____

☐ Traffic Collision/Accident Report   Cloverdale Case Report Number: _____
(NOTE: Your insurance company may request report and pay the fee.)

| DO NOT WRITE BELOW THIS LINE – FOR USE BY RECORDS DEPARTMENT | | | | |
|---|---|---|---|---|
| **Request Received Via** | **Date of Receipt** | **Date Completed** | **Request** | |
| ☐ In Person  ☐ Mail | | | ☐ Approved | ☐ Denied |
| **Information Provided / Reason For Denying Request** | | | | |
| | | | | |

| **Date Requestor Notified** | | ☐ To be Picked up  ☐ To be Mailed  ☐ Other (Describe): _____ |
|---|---|---|

UPDATED 3/26/2019