



# PETALUMA POLICE DEPARTMENT

## APPLICATION FOR RELEASE OF INFORMATION

Requests will be processed within ten (10) business days. Incomplete requests will increase the response time. If we determine the report is unavailable for release, you will be notified. **An \$11 fee applies to all requests.**

APPLICANT INFORMATION	
Name _____	Date of Birth _____
Agency _____	Phone Number _____
Address _____	When the report is ready (check one)
City, State Zip _____	<input type="checkbox"/> I will pick up it up at PPD
	<input type="checkbox"/> Please mail it to this address
INCIDENT INFORMATION	
Report number (if known) _____	Date of report _____
	Time of report _____
Location of incident _____	
Type of report <input type="checkbox"/> Traffic collision <input type="checkbox"/> Crime <input type="checkbox"/> Neighborhood report <input type="checkbox"/> Calls for service <input type="checkbox"/> Personal Record	
Name of person involved (if different from above) _____	Date of Birth _____
CERTIFICATION	
I declare under penalty of perjury that I am:	
<input type="checkbox"/> The individual named in the report requested (driver, passenger, pedestrian, victim).	
<input type="checkbox"/> The property owner in the report requested.	
<input type="checkbox"/> The parent/guardian of juvenile party in the report requested.	
<input type="checkbox"/> An authorized individual in the report requested (signed authorization is required).	
<input type="checkbox"/> A representative of insurance company or insurance adjusting agency in the report requested.	
<input type="checkbox"/> The attorney of the individual named in the report requested.	
<input type="checkbox"/> Other (specify) _____	
Signature: _____	Date: _____

Official Use Only	
<input type="checkbox"/> Released    By _____    Date _____ <input type="checkbox"/> Cash <input type="checkbox"/> Picked up <input type="checkbox"/> Check <input type="checkbox"/> Mailed <input type="checkbox"/> Credit	<input type="checkbox"/> Denied    By _____    Date _____ <input type="checkbox"/> Report is by another agency <input type="checkbox"/> Report is currently under investigation <input type="checkbox"/> Report is excluded from public release <input type="checkbox"/> Insufficient information to locate report
Comments _____	