

Name of Person on Report:

**University Police** 

## POLICE REPORT COPY REQUEST

Date:	Name:	
Address:		City:
State:	Zip Code:	Phone Number:
Driver's License#:		State Issued:
Signature: X		
Case Report Number:		Date of Report:

A \$10.00 fee must be paid prior to processing request. See payment methods below. If mailing, attach a check or money order and a notarized signature form. Allow up to 10 days for a response. Your report may have a redacted (blacked-out) area or missing pages. Redactions are specifically required by laws and policies that we are not able to circumvent. The report contains privacy act data, and subsequent distribution or disclosure of information is restricted by Section 11140-11144 CPC. Anyone purposely making an unauthorized disclosure may be fined up to \$5,000.

Type of Report:

## AGENCY USE ONLY:

Method of Delivery:	Mail	Status:	 Picked Up
	Email		 Email
	Fax		 Fax
	In-Person		 Mailed
	Date		 Date
	Badge		 Badge
	ID Checked	ł	

## Method of Payment (\$10 fee):

Please visit the <u>SDSU Cashier's Office</u> to submit payment. If you are a student, you can also submit payment by using the <u>my.sdsu.edu</u> portal and clicking on the "Financial Account" option.

## **REPORT REJECTION NOTICE:**

We are unable to fulfill your request for a copy of the police report based upon the following:

1.	We were unable to locate the case with the information you supplied. Please refer this request to the following agency:
2.	Enclosed are those portions of the log that are a matter of public record.
3.	Pursuant to §7923.600 of the California Government Code, this report is exempt from
	release. If the case is awaiting adjudication, and you are a party to it, your attorney may be
	able to obtain it for you from the Court via the Discovery process.
4.	This report has been purged in accordance with our Records Retention Policy.
5.	Incident report taken for law enforcement purposes only and not subject to your review.