



# SAN DIEGO STATE UNIVERSITY POLICE DEPARTMENT

## Police Report Copy Request

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Driver's License#: \_\_\_\_\_ License State: \_\_\_\_\_

Signature: **X** \_\_\_\_\_

Case Report Number:	Date of Report:
Name of Subject on Report:	Type of Report:

A \$10.00 processing fee must be submitted at the Parking Services/Key Issue window in the form of cash, check, or credit card prior to submitting the application. 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.

### AGENCY USE ONLY:

**Method of Delivery:** \_\_\_\_\_ Mail                      **Status:** \_\_\_\_\_ Picked Up  
                                  \_\_\_\_\_ Email    \_\_\_\_\_ Email  
                                  \_\_\_\_\_ Fax    \_\_\_\_\_ Fax  
                                  \_\_\_\_\_ In Person    \_\_\_\_\_ Mailed  
                                  \_\_\_\_\_ Date    \_\_\_\_\_ Date  
                                  \_\_\_\_\_ Badge    \_\_\_\_\_ Badge  
                                  \_\_\_\_\_ ID Checked?

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

Please make a payment either on the SDSU payment [WebPortal](#) or at the [SDSU Cashier's Office](#) and provide a receipt.

### 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 6254(f) 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.

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**Custodian of Records**