

# VACAVILLE POLICE DEPARTMENT

660 MERCHANT STREET VACAVILLE, CA. 95688

Phone: 707-449-5229

If you have a recently been arrested or you are awaiting trial and are seeking a copy of the report **YOU DO NOT NEED TO COMPLETE THIS FORM.** Your copy of the report has been provided to the District Attorney and is available through their office.

## REQUEST FOR RELEASE OF RECORD TO THE PUBLIC

Thank you for your records request, we know it is very important. We will try to provide you the requested information as soon as possible. Pursuant to the California Public Records Act, within 10 days from receipt of your request, the Police Department will determine whether your request seeks copies of disclosable public records in its possession and will promptly notify you. In unusual circumstances, the time may be extended by written notice. ***Not all information requested is releasable under the Act.***

**Service Charges:** *Crime Incident Form, Adult and Minor* - \$ 14.25

*Crime Report Reproduction Fee* - \$.25 per page

### Type of Report

Traffic

Crime

CAD Documentation

Vacaville Police Department Case Number: \_\_\_\_\_

### Incident Information

Name of Persons Involved: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Requestor Information

Name (optional): \_\_\_\_\_

Daytime Contact Phone # (required): \_\_\_\_\_

### For Records Section Use Only

Received By: \_\_\_\_\_ Date \_\_\_\_\_ (Records Assistant/Intern)

***Checked Photo I.D. at Time of Request if Applicable***