



# Clayton Police Department

6000 Heritage Trail Clayton, CA 94517 ~ TEL. 925-673-7350 FAX 925-672-1429

## REQUEST FOR COPY OF POLICE REPORT

REPORT NUMBER: \_\_\_\_\_ (\$35 per report)

TYPE OF REPORT: (Please check one) TRAFFIC  CRIMINAL

REASON FOR REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT IS:

- \_\_\_\_\_ PERSON NAMED IN REPORT
- \_\_\_\_\_ ATTORNEY
- \_\_\_\_\_ INSURANCE CARRIER
- \_\_\_\_\_ AGENT OF PERSON INVOLVED

***\* Clayton Police Department has up to 10 days to respond to all requests.***

PRINT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Do Not Write Below This Line

REQUEST RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

REQUEST APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

REQUEST DENIED BY \_\_\_\_\_ DATE \_\_\_\_\_

REASON DENIED \_\_\_\_\_

NUMBER OF PAGES RELEASED \_\_\_\_\_ DATE MAILED \_\_\_\_\_