



# MARTINEZ POLICE DEPARTMENT – Records Division

525 HENRIETTA STREET, MARTINEZ, CA 94553-Phone: 925-372-3443

**If you have recently been arrested and you are awaiting trial, YOU DO NOT NEED TO FILL OUT THIS FORM. You will receive a copy of the report when you go to court.**

## REQUEST FOR RELEASE OF RECORD TO THE PUBLIC

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 releasable 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 Report/Incident Notes Reproduction Fee - \$3.00 \*\*\*Valid Photo ID Required.*

### Incident Information

Martinez Police Department **Case/Incident Number:** \_\_\_\_\_

Name of Person(s) Involved: \_\_\_\_\_

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

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

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

### Requestor Information

Name: \_\_\_\_\_ Daytime Phone# \_\_\_\_\_

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

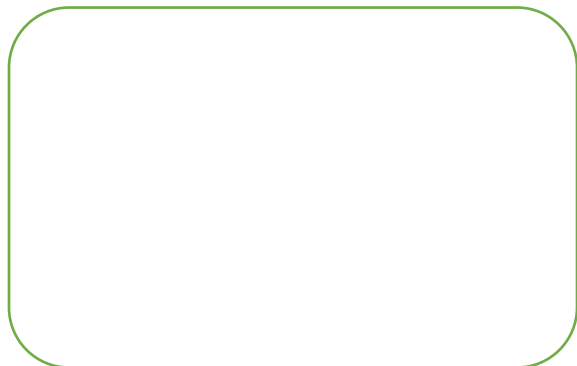
Address: \_\_\_\_\_

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

### -----FOR RECORDS USE ONLY-----

Request Received by: \_\_\_\_\_ DATE: \_\_\_\_\_

(  ) VALID PHOTO ID VERIFIED



### CONTROLLED DOCUMENT STAMP

Date request processed & initialed by Records Staff Member

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Picked Up: \_\_\_\_\_