



PETALUMA POLICE DEPARTMENT APPLICATION FOR RELEASE OF INFORMATION

Requests will be processed within ten (10) business days. Incomplete requests will increase the response time. If we determine the report is unavailable for release, you will be notified.

A fee applies to all requests. Traffic Collision or Crime Report - \$12, Clearance Letter - \$18, Calls for Service – (up to) \$12 each, depending on scope of request

APPLICANT INFORMATION	
Name _____	Date of Birth _____
Agency _____	Phone Number _____
Address _____	When the report is ready (check one) <input type="checkbox"/> I will pick up it up at PPD <input type="checkbox"/> Please mail it to this address
City, State Zip _____	
INCIDENT INFORMATION	
Report number (if known) _____	Date of report _____
Time of report _____	
Location of incident _____	
Type of report <input type="checkbox"/> Traffic collision <input type="checkbox"/> Crime <input type="checkbox"/> Calls for service <input type="checkbox"/> Clearance Letter	
Name of person involved (if different from above) _____	Date of Birth _____
CERTIFICATION	
I declare under penalty of perjury that I am:	
<input type="checkbox"/> The individual named in the report requested (driver, passenger, pedestrian, victim).	
<input type="checkbox"/> The property owner in the report requested.	
<input type="checkbox"/> The parent/guardian of juvenile party in the report requested.	
<input type="checkbox"/> An authorized individual in the report requested (signed authorization is required).	
<input type="checkbox"/> A representative of insurance company or insurance adjusting agency in the report requested.	
<input type="checkbox"/> The attorney of the individual named in the report requested.	
<input type="checkbox"/> Other (specify) _____	
Signature: _____	Date: _____

Official Use Only	
<input type="checkbox"/> Released By _____ Date _____ <input type="checkbox"/> Cash <input type="checkbox"/> Picked up <input type="checkbox"/> Check <input type="checkbox"/> Mailed <input type="checkbox"/> Credit	<input type="checkbox"/> Denied By _____ Date _____ <input type="checkbox"/> Report is by another agency <input type="checkbox"/> Report is currently under investigation <input type="checkbox"/> Report is excluded from public release <input type="checkbox"/> Insufficient information to locate report
Comments _____	