Report No. _____

MONTCLAIR POLICE DEPARTMENT

REQUEST TO OBTAIN PHOTOCOPY OF POLICE REPORT OR CALL FOR SERVICE LOG RECORD

Minimum copy/processing fee is $1 for reports and call for service records (domestic violence reports are fee exempt per Family Code 6228). Copy/response will be provided by mail. In most cases, reports cannot be released in their entirety – only that portion subject to release will be provided to authorized recipients.

This Section to be Completed by Requestor – PRINT LEGIBLY

Requestor Name: _____

Requestor Business Name/Agency: _____ Phone: _____

Requestor Address: _____

Incident Information (Complete if requesting call for service log record or if report number is unknown)

The following information will assist in identifying the record being sought:

□ Traffic accident □ Crime report Incident date: _____ Incident time: _____

□ Nature of call for service incident _____

If traffic accident or vehicle theft: _____ _____
License Plate Make/Model of Vehicle

Name of involved party: _____ DOB: _____

Location of occurrence: _____

I DECLARE UNDER PENALTY OF PERJURY THAT I AM:
(This section not required for call for service record requests. Complete only for report copy requests)

□ Victim □ Driver or other party to traffic collision
□ Property owner □ Parent or guardian of Juvenile victim
□ Attorney representing victim/party involved in collision _____
Name of person represented

□ Representative for insurance co. of (name of insured) _____

□ Other authorized representative (notarized authorization required)

□ Peace officer conducting criminal investigation – Your agency case no. _____

Signature _____ Date _____

This Section for Police Department Use

ID Verified by _____ □ CDL/ ID card _____ □ Law enforcement badge/ID card
□ Passport □ Other _____

Fee: □ $1 □ N/A – Domestic Violence (FC 6228) □ N/A – Government/ Law Enforcement (GC 6257)

Released: □ Face page only □ Face page and _____

□ Full report □ With redactions □ Domestic Violence □ Identity Theft

□ T/C only □ Call for service record □ T/C photos released (#_____) □ 35mm □ Digital

Released by _____ Date (mailed) _____