



Alturas Police Department
PUBLIC RECORDS REQUEST FORM

This form is to be used to request public records that is in legal custody or control of the Alturas Police Department. The Alturas Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.)

INSTRUCTIONS:

REQUESTS CAN BE MADE IN WRITING, IN PERSON, VIA EMAIL, OR TELEPHONICALLY. ALL INFORMATION REQUESTED ON THIS FORM MUST BE PROVIDED REGARDLESS OF THE METHOD OF REQUEST. INCOMPLETE REQUEST WILL NOT BE HONORED. ALL FORMS MUST BE SIGNED BEFORE THE REQUEST WILL BE PROCESSED. YOU WILL BE CONTACTED IN WRITING IF THE REQUESTED RECORD CANNOT BE LOCATED, NO LONGER EXISTS, OR IS NOT A PUBLIC RECORD. **THERE IS A \$10.00 FEE FOR REPORTS AND INCIDENTS. IF THE REQUEST EXCEEDS 25 PAGES IT WILL BE AN ADDITIONAL \$1.00 PER PAGE.**

In Writing: Type or use black ink only and please print clearly. You may:

1. Fax to (530) 233-4105 or
2. Mail to:
Alturas Police Department
Attention: Records
200 W. North St
Alturas, CA. 96101

Via Email: After completing the interactive form on your computer, save it for your records and address an email to wvierria@cityofalturas.us with your completed form as an attachment.

In Person: Bring the completed Form to the Alturas Police Department
200 W North St.
Alturas, CA. 96101

By Phone: (530)233-2011 - **Note: Telephonic requests must be followed by verification of submitted information and a signature, in person, at the address shown above before processing.**

Name of Requestor/Firm/Company:		Telephone Number:	
Mailing Address:		Contact Person:	
City:	State:	Zip:	
Contact Person e-mail address (optional):			
Reason for Request (required):		Date Needed By:	

Incident Information (provide as complete and accurate information as known)			
Date of Incident:	Time AM PM	Case#, Incident# or Citation#: (if known)	Officer: (if known)
Location of Incident/Street Address:			
Type of Incident/Crime/Description of event:			
Persons Involved (full & complete name known if known) – list additional known persons in comments section			
_____ DOB _____			
_____ DOB _____			
Vehicle Information (if appropriate, if known)	Make/Model/Year/Color/Style/Ect.:	License#:	State:

Additional Comments (use back of form if necessary):			
I declare under penalty of perjury that I am I Represent I am an Attorney Representing the party of interest identified in the report recorded heron. I also understand that per California Government Code Section 6253(c) the Alturas Police Department has ten (10) days to review the request and respond either verbally or in writing to the party of interest listed above whether or not the requested information can be released. I also understand that per California Government Code Section 6254(f) suspected individuals named in the report being requested are not eligible to receive a copy of the report, or any related documents therein, until the case has been adjudicated. By signing below, I certify the information above is true and correct to the best of my knowledge.			
Signature: _____		Date: _____	

Request Received By:		Date of Received:		Request Received Via: Drop-off Mail Other _____	
Request Completed By:		Date:		Requestor Notified By:	
				Requestor Notified (Date/Time):	