



TRACY POLICE DEPARTMENT REQUEST FOR REPORT

REPORT # _____ **TYPE OF REPORT: TRAFFIC / CRIME**

DATE/TIME OF OCCURRENCE: _____

LOCATION OF OCCURRENCE: _____

NAME OF VICTIM/DRIVER/PROPERTY OWNER: _____

NAME OF PERSON REQUESTING REPORT: _____

COMPANY (IF APPLICABLE): _____

ADDRESS: _____ PHONE: _____

DATE OF REQUEST: _____

APPLICANT: Please read before signing

The Public Records Act requires that specific information be released unless the release would endanger the safety of a person or endanger the successful completion of an investigation. Under Government Code - Section 6256, any person may receive a copy of any identifiable, non-exempt public record. Upon receiving this request, the Tracy Police Department will determine within ten (10) days whether or not the copy will be provided. All written requests are subject to review by the Support Operations Division Manager and the City Attorney.

- I declare under the penalty of perjury that: I am an Involved Person: **Driver, Passenger, Pedestrian, Victim, Property Owner, Parent/Guardian of Juvenile:** _____
- I represent: _____ I am the attorney/representative for a party of interest (signed authorization required): _____
- Other Party of Interest (Specify): _____

SIGNATURE OF APPLICANT: _____

WE ARE RETURNING YOUR REQUEST FOR THE FOLLOWING REASON(S):

- _____ We are unable to locate a report in our files from information provided.
- _____ The incident did not occur within our jurisdiction (city limits of Tracy).
- _____ We do not have a formal police report for this incident.
- _____ Other

OFFICE USE ONLY:

Date Filled: _____ By: _____ Receipt: _____



TRACY POLICE DEPARTMENT REQUEST FOR INFORMATION

INFORMATION REQUESTED: _____

AREA/LOCATION: _____

TIME FRAME: _____

NAME OF PROPERTY OWNER (if specific location): _____

NAME OF PERSON REQUESTING INFORMATION: _____

COMPANY (IF APPLICABLE): _____

ADDRESS: _____ PHONE: _____

DATE OF REQUEST: _____

APPLICANT: Please read before signing

The Public Records Act requires that specific information be released unless the release would endanger the safety of a person or endanger the successful completion of an investigation. Under Government Code - Section 6256, any person may receive a copy of any identifiable, non-exempt public record. Upon receiving this request, the Tracy Police Department will determine within ten (10) days whether or not the copy will be provided. All requests are subject to review by the Support Operations Division Manager and the City Attorney.

SIGNATURE OF APPLICANT: _____

WE ARE RETURNING YOUR REQUEST FOR THE FOLLOWING REASON(S):

____ We are unable to locate any information in our files.

____ Other: _____

OFFICE USE ONLY:

Date Filled: _____ By: _____ Receipt: _____