

LOS ALTOS POLICE DEPARTMENT
1 N. SAN ANTONIO ROAD
LOS ALTOS, CA 94022

Phone: (650) 947-2770
Fax: (650) 947-2704
Email: Records@losaltosca.gov

REQUEST FOR REPORT COPY

INSTRUCTIONS:

- Copies that are approved to be released are available for pickup during normal business hours (8:00am – 5:00pm), Monday through Friday, excluding holidays.
- If you are requesting a report before your court date, a copy must be obtained from the Clerk's Office located in the Palo Alto Superior Court..
- All Juvenile reports must be approved for release by the Presiding Juvenile Court Judge. If your request involves a juvenile, submit this form along with JV-575 & JV-580. The Records Lead will assist you through the process.
- Due to the sensitive nature of some reports, you may need to obtain a court order for a copy. The Records Lead will contact you if necessary.

TODAY'S DATE: _____

CASE #: _____ INCIDENT DATE: _____

NAME OF INVOLVED PARTIES: _____

LOCATION OF INCIDENT: _____

NAME OF REQUESTOR: _____

REPRESENTING: _____

REASON FOR REQUEST: _____

DAYTIME PHONE NUMBER: _____

OTHER INFO TO INCLUDE: _____

FOR OFFICE USE ONLY

APPROVED/DISAPPROVED SUPERVISOR: _____ DATE: _____

COMMENTS: _____

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DATE RELEASED: _____ **BY:** _____