



Gridley Police Department
Todd Farr
Chief of Police



OFFICIAL REQUEST FOR RELEASE OF RECORD

REQUESTOR'S CONTACT INFORMATION:		TYPE OF RECORD (CHECK ONE):
NAME	DATE OF BIRTH	<input type="checkbox"/> Criminal Record <input type="checkbox"/> Crime Report <input type="checkbox"/> Incident <input type="checkbox"/> Other: _____
ADDRESS	CITY/STATE/ZIP	
PHONE NUMBER	<u>REQUESTOR SIGNATURE</u>	
DESCRIBE RECORD REQUESTED:		
CASE NUMBER OR INCIDENT NUMBER (IF KNOWN)		
DATE AND TIME OF INCIDENT (OR APPROXIMATE)		
LOCATION OF INCIDENT (ADDRESS/STREET/CITY)		
NAME(S) INVOLVED IN THE INCIDENT		
REQUESTING PERSON'S INVOLVEMENT:		
<input type="checkbox"/> Victim or involved in case <input type="checkbox"/> Parent or Guardian of Involved Juvenile <input type="checkbox"/> Insurance Company Representative Other: _____		
ADDITIONAL INFORMATION:		
DEPARTMENT USE ONLY		
PAYMENT INFORMATION:		OFFICE USE:
AMOUNT RECEIVED \$ _____ RECEIPT # _____ <small>NOTE: Fees are waived for victims of domestic violence or sex related crimes.</small>		EMPLOYEE INITIAL _____ DATE RECEIVED _____
RECORD RELEASE DISPOSITION (Per the California Public Records Act Government Code 7920.000)		
RECORD RELEASE APPROVED <input type="checkbox"/> Enclosed is the record you requested. <input type="checkbox"/> The record was not redacted. <input type="checkbox"/> The record has been redacted due to: <input type="checkbox"/> Privacy right of the individual(s) named. <input type="checkbox"/> Confidentiality right of individual(s) named. <input type="checkbox"/> To protect the integrity of the case. Case/Incident #(s) Released: _____ Released [] In Person [] By Mail [] Other _____ Emp. # _____ Initial: _____ Date: _____		RECORD RELEASE DENIED OR PROHIBITED BY LAW REASON FOR DENIAL <input type="checkbox"/> No Record of Report <input type="checkbox"/> Criminal Investigation – 7923.605 Govt. Code <input type="checkbox"/> Report referred to the DA's Office. <input type="checkbox"/> Releasing the Report may jeopardize the case. <input type="checkbox"/> Expectation of Privacy – 7923.625(b)(1) Govt. Code <input type="checkbox"/> Criminal Offender Record Index (CORI) 13300 PC Emp. # _____ Initial: _____ Date: _____

Government Code Section 7922.535 allows our agency 10 days to respond from the date of request.