



MODESTO POLICE DEPARTMENT REQUEST TO INSPECT PUBLIC RECORDS

DO NOT USE THIS FORM TO REQUEST JUVENILE RECORDS
Records released Monday and Tuesday from 8am to 5pm, and Wednesday and Thursday, from 8am to 6pm.
Copy Cost: 10 cents per page, plus tax. Photographs: \$10 service charge.

Modesto Police Case Number: _____

I hereby request all records or documents concerning the incident described below for the following purposes:

Check all that apply: Insurance Attorney Personal/Other (explain):

Type of Record: Arrest Traffic Vandalism Burglary/Theft Domestic Violence Other

Details of Incident: *(answer all that are applicable)*

Date/Time Reported: _____ Location: _____

Reporting Person: _____ Suspect: _____

Victim: _____ Driver: _____

Requestor:

Insurance Attorney Victim Traffic Injured Property Owner Arrested Other

For:
Claim/Court No.:
Company/Firm:
Business Address:
Phone:

Your Name:
Date of Birth:
Driver's License No.:
Residence Address:
Phone:

If the report needs approval before releasing, I will be notified within ten (10) days. **(Initial Here)** _____

SIGNATURE: _____ **DATE OF REQUEST:** _____

RECORDS STAFF USE ONLY:

Accepted By: _____ Date: _____ Notified By: Phone or Mail *(select one)*

Supervisor Review: _____ Date: _____ By: _____ Date: _____
(initials)

Picked Up: _____ Date: _____ Number of Pages Released: _____
(initials) Or: PRA Letter / Exempt (F) / Exempt C