



Contra Costa County Sheriff-Records & ID Unit

Police Report Requests from Victim or Driver/Registered Owner

- Sheriff's Records Unit has 10 days to respond to all requests.
- Reports are .10 cent per page (payment in exact amount)
- Processed request will be held for pick up for 30 days then purged.

Request for Information Letter (8½x11) from Victim or Traffic Reports Requests from Drivers/Register Owners should include the following:

- Report/Case #
- Your name, address and phone number.
- COPY of CA Driver's License/ID Card/Passport (Must be Valid, Not Expired)
- If you don't have a report number include the Date, Time, and Location of each Incident: Street address and City and a description of each incident.
- If you are the Power of Attorney or Executor of Estate, a Court Order is required for Record Release.

Requests can be submitted in one of three ways:

- 1. In Person** at The Sheriff's Department Records Unit/ID Unit.
 - Show Valid ID
 - Fill out Request for Release of information Form
- 2. Mail.** Send request for information to the Sheriff's Office Records Unit, include
 - Letter: Request for Information: include case#, your address, phone#, signature.
 - NO CASH: Send Blank Check made out to CCCSO, with memo: Not to exceed \$15.00
 - A copy of your valid Driver's License.
- 3. Email** Record request letter with copy of valid Driver's License to: recordsinfo@so.cccounty.us
Requestor will be contacted once processed and given the cost.

If you are an **Owner/Manager of a Business or Property, Principal of a School**, requesting a report.

- Mail.** Send request for information to the Sheriff's Office Records Unit, include
- Letter requesting Information on Company Letterhead: include case#, address, phone# and original signature.
 - NO CASH: Send Blank Check made out to CCCSO, with memo: Not to exceed \$15.00
 - A copy of your valid ID/Driver's License/Passport. (Expired are not acceptable)
 - Your business card.

If report lists a Juvenile, a **Release of Juvenile Case Information Form** needs to be submitted with the request in person at the Sheriff's Office Records Unit. The request will be sent to the Juvenile Court Judge for release approval. If the Juvenile is the Victim or Suspect, a Court Order is required for Record Release.

If you have any questions, you can contact the Sheriff's Records Unit.

2530 Arnold Drive #170 Martinez, CA 94553
925/335-1570