

Parlier Police Department Report/incident Request

Type of Report: Traffic Accident  Crime/Incident  Case/incident \_\_\_\_\_

Fee: \$15.00 for each copy of report of incident (excluding Victim's of Domestic Violence and Victim's of Identity Theft PC530.5)

Date of Incident/ Accident: \_\_\_\_\_

Time of Incident/ Accident: \_\_\_\_\_

Location of Incident/ Accident: \_\_\_\_\_

Print Name of Person requesting copy: \_\_\_\_\_

Address/ Phone: \_\_\_\_\_

How are you involved? Driver  Injured  Arrested  Passenger  Witness  Victim   
Owner  Suspect  Cited  Parent  Attorney  Insurance Agent  Reporting Party   
Other

Please read:

\* Copies of reports or information are available for only to those **who have the right to know and a need to know.**

\* All requests for reports must be allowed a minimum of (5) working days to be reviewed and processed. Business hours are Monday thru Friday 7:00 to 6:00 p.m.

\* Any approved reports must be picked up within 10 working days from the date of original request. If report is not picked up, a new request may be required.

\* One form must be filled out for each Case and Incident number.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Officer Use Only)**

\*\* All request must be submitted with a copy of the report or incident and must have the case or incident number with submitted. \*\*

Request received by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Released by: \_\_\_\_\_

Denied  Denied by : \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

\*\*\*ALL REPORT REQUESTS MUST BE FILED WITH ORIGINAL REPORT \*\*\*