



# 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

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

<b>Your Name:</b>
<b>Date of Birth:</b>
<b>Driver's License No.:</b>
<b>Residence Address:</b>
<b>Phone:</b>

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