



## HUNTINGTON BEACH POLICE DEPARTMENT

### Application for Release of Records Information

DATE	CASE NUMBER
LOCATION OF INCIDENT	DATE OF INCIDENT

#### **APPLICANT INFORMATION**

NAME	DATE OF BIRTH
ADDRESS	
HOME PHONE (      )	BUSINESS PHONE (      )
DRIVER'S LICENSE NUMBER	STATE
NAME OF AGENCY REQUESTING INFORMATION	
HOW DO YOU WISH TO RECEIVE THIS INFORMATION <input type="checkbox"/> IN PERSON <input type="checkbox"/> MAIL <input type="checkbox"/> FAX (Number) _____	
APPLICANT INVOLVEMENT <input type="checkbox"/> VICTIM <input type="checkbox"/> SUSPECT <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INSURANCE * <input type="checkbox"/> ATTORNEY * <input type="checkbox"/> PARENT/GUARDIAN <input type="checkbox"/> POLICE OFFICER <input type="checkbox"/> PROBATION/PAROLE <input type="checkbox"/> OTHER _____	
* Insurance/Attorney must provide proof of authorization	
INFORMATION REQUESTED <input type="checkbox"/> CRIME/INCIDENT REPORT <input type="checkbox"/> FINGERPRINT CARDS <input type="checkbox"/> MUG SHOTS <input type="checkbox"/> LOG ITEM <input type="checkbox"/> ARREST REPORT <input type="checkbox"/> OTHER _____ <input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> ACCIDENT REPORT	
PERSON INFORMATION IS REQUESTED ON      NAME      DATE OF BIRTH	
CERTIFICATION <b>I certify under the penalty of perjury that... I am, or represent... the party of interest identified in the information listed herein.</b>  SIGNATURE _____      DATE _____	

#### **RECORDS BUREAU USE ONLY**

IDENTIFICATION VERIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	FEES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	AUTHORIZATION <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	HOW INFORMATION WAS RELEASED <input type="checkbox"/> IN PERSON <input type="checkbox"/> FAX <input type="checkbox"/> MAIL <input type="checkbox"/> VIEW
REASON FOR DENIAL <input type="checkbox"/> Disclosure would endanger the successful completion of the investigation. <input type="checkbox"/> Disclosure would endanger the safety of an involved person. <input type="checkbox"/> Applicant is not an "involved" party. <input type="checkbox"/> Other _____			
APPLICANT WAS ADVISED OF THE DENIAL <input type="checkbox"/> IN PERSON <input type="checkbox"/> MAIL <input type="checkbox"/> TELEPHONE <input type="checkbox"/> FAX			

RECORDS REQUEST RECEIVED BY  _____  DATE _____	APPROVED/DENIED BY  _____  DATE _____	RELEASED BY  _____  DATE _____
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# ***Application for Release of Records Instructions***

## **REQUEST for RELEASE of RECORDS**

In order to properly assess your request for a copy of a written report, you have been provided with an "Application for Release of Records Information" form. Please answer all the questions and check boxes that pertain to you. **You are the applicant.** This will reduce unnecessary delay in the processing of your request. All requests are to be submitted without payment until the release has been approved. You will be contacted by our Records personnel to make arrangements to pick up the report, and payment will be required at that time. If you mail this request and enclose payment for the report, it will be mailed to you within five (5) working days.

The following information outlines the laws that govern the release of police records. If you have other questions or need to speak to a police representative regarding this policy, please contact Records personnel at (714) 536-5641. To bypass the message tree, select item # 1 and then item # 4.

## **TRAFFIC COLLISION REPORTS –No Charge**

California Vehicle Code Section 20012 governs the guidelines for release of accident reports. If you are requesting a copy of a traffic accident report, you must be one of the following:

- The involved driver(s)
- The guardian or conservator of the involved driver(s)
- The parent of a minor driver
- The authorized representative of a driver (written authorization will be required)
- An injured party
- The owner of a vehicle or property damaged in the accident
- Persons who may incur civil liability as a result of the accident
- Any attorney who declares under penalty of perjury that he/she represents any of the above

JUVENILES INVOLVED? Parents of a juvenile driver may receive a copy of a traffic collision report; however, any information involving other juveniles will be removed prior to releasing a copy of the report to you. If a juvenile was involved in the accident and no criminal charges against the juvenile are pending, a copy of the report can be released. In the event that criminal charges are pending against the juvenile driver, or you need information on another juvenile that has been involved in the accident, you will need to petition Juvenile Court directly for the release of that record. The Police Department has the necessary form to do this.

## **CRIME and INCIDENT REPORTS – No Charge**

Government Code Sections 6254 and 6254(f) provide the guidelines for releasing copies of crime reports. Crime reports can be taken as a result of arson, burglary, fire, larceny, robbery, car theft, vandalism, vehicle theft and crimes of violence. These sections identify the parties to whom a police agency is required to provide information. They include:

- The victim
- The authorized representative of the victim
- An insurance carrier against which a claim has been and/or might be made
- Any person suffering bodily injury, property damage or loss

However, these Government Code sections preclude releasing any reports if:

- The disclosure would endanger the safety of a witness or other involved person
- Endanger the successful completion of the investigation and/or a related investigation
- Also, the name and address of a victim of specified crimes defined by Penal Code Sections 261, 264, 264.1, 273a, 273.5, 286, 288, 288a, 422.6, 422.7, 422.75, will not be disclosed

## **JUVENILE REPORTS –No Charge**

Juvenile information includes any document relating to juvenile contacts and arrests. Welfare & Institutions Code Section 827 provides Juvenile Court with exclusive authority to determine to whom, and the extent to which, juvenile record information may be released. Release of juvenile information requires the permission of the Presiding Judge of the Juvenile Court. Parents of a juvenile may receive a copy of certain types of reports. All others will need to petition Juvenile Court directly for the release of that record. The Police Department has the necessary form to do this.

## **ARREST REPORTS**

Copies of arrest reports for pending Court actions can be obtained through the District Attorney's Office. Arrest reports that have been adjudicated are released with Investigation's approval. No arrest report will be released, though, if:

- The disclosure would endanger the safety of a person
- Endanger the successful completion of the investigation or a related investigation
- The arrest is a medical or similar detention and disclosure would constitute an invasion of privacy

## **MAILING ADDRESS**

Huntington Beach Police Department  
2000 Main Street  
Huntington Beach, CA 92648  
Attn: Records