San Diego County
SHERIFF'S DEPARTMENT

RECORDS SERVICE REQUEST FORM
PO Box 939062, San Diego, CA 92193-9062

California Penal Code sections 13300 through 13326 authorize the release of local summary criminal history information to the subject of the criminal history, and to other authorized persons and agencies under specified conditions. Local summary criminal history refers only to those arrests compiled by the San Diego County Sheriff. Government Code 6254(f) provides a list of authorized persons who are authorized to receive information from law enforcement police records. Applicable fees, if any, will be paid before any information is released.

THE FOLLOWING INFORMATION IS NECESSARY TO PROCESS YOUR REQUEST
(PLEASE PRINT)

REQUESTOR'S IDENTIFYING INFORMATION

REQUESTOR'S NAME:	**AGENCY:**
ADDRESS:	
TELEPHONE #:	**FAX #:**
DRIVERS LICENSE OR ID#:	**EXPIRATION DATE:**
REASON FOR REQUEST:	

REQUESTOR'S CLASSIFICATION (CHECK ONE)

SUBJECT: ☐	**LEGAL REP. OF SUBJECT/VICTIM:** ☐	**INSURANCE COMPANY:** ☐	**BAIL BONDSMAN:** ☐
VICTIM: ☐	**PARTY INVOLVED IN ACCIDENT:** ☐	**LAW ENFORCEMENT AGENCY:** ☐	**GOV'T AGENCY:** ☐
WITNESS: ☐	**OWNER OF DAMAGED PROPERTY:** ☐	**OTHER:**	

SUBJECT/CASE INFORMATION (*May write "Same" if the subject and requestor are the same person)

SUBJECT NAME*:	**ALIAS/MAIDEN NAME:**
DOB/AGE:	**SSN#:**
MALE: ☐ **FEMALE:** ☐	**DRIVERS LICENSE#:**
CASE #:	**BOOKING #:**
ARRESTING AGENCY:	**OCCURRENCE DATE:**

SERVICE OPTIONS (CHECK THE BOX THAT APPLIES)

LOCAL CRIMINAL HISTORY REQUEST ☐	**CASE COPY REQUEST** ☐
OTHER:	

DELIVERY OPTIONS (CHECK THE BOX THAT APPLIES)
(NOTE THAT REQUESTS WILL NORMALLY BE PROCESSED WITHIN 10 CALENDAR DAYS)

PICK UP: ☐	**MAIL TO ABOVE ADDRESS:** ☐
SEND TO ABOVE FAX#: ☐	**SEND TO:**

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT:

_____

SIGNATURE OF REQUESTOR   DATE

SHERIFF'S DEPARTMENT PERSONNEL USE ONLY

FEE COLLECTED:	**CHECK: CASH: DEBIT: MO: CC:**	**RECEIPT #:**
INFO RELEASED: NONE: ☐ **CRIMINAL HISTORY:** ☐ **ARREST RPT:** ☐ **CRIME RPT:** ☐ **VEHICLE RPT:** ☐		
TRAFFIC ACCIDENT RPT: ☐ **OTHER:**		
RECEIVED BY INITIALS/ARJIS #:	**COMMENT:**	
COMPLETED BY (NAME/ARJIS #/UNIT):		**DATE COMPLETED:**

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