



# Atherton Police Department Record Request Form

Completion of this form is optional but in providing the requested information, the Atherton Police Department is better able to respond to your request as state law limits the disclosure of certain police records to certain categories of requesters.

I, \_\_\_\_\_, request the below-described records for the following purposes (*check all that apply*):

Attorney                       Insurance                       Personal/Other (*please specify*): \_\_\_\_\_

I am requesting the below-described records in my capacity as (*select one*):

Arrestee                       Attorney                       Property Owner                       Insurance Company

Victim / Injured Party                       Other (*please specify*): \_\_\_\_\_

I am requesting these records on behalf of (*if on behalf of another person*): \_\_\_\_\_

**Type(s) of Record:**

Arrest                       Burglary/Theft                       Domestic Violence                       Juvenile

Traffic                       Other (*please specify*): \_\_\_\_\_

**Incident Details** (*provide all known and applicable information*):

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Reported By: \_\_\_\_\_ Suspect(s): \_\_\_\_\_

Victim(s): \_\_\_\_\_ Witness(es): \_\_\_\_\_

**Additional Details** (*please provide any additional comments regarding the records you are requesting*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*Please note that the Town of Atherton processes requests in the order they are received and reserves the right to withhold any and all records covered by your request pursuant to applicable law, including but not limited to the California Public Records Act (Gov. Code § 6254(f)), Welfare & Institutions Code §§ 827, 828, 5150, 5328, 5330, 15633. The Town charges for the duplication cost of records at a rate of \$0.30 per page for records of which you seek copies.*

-----Staff Use Only-----

Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Response Date(s): \_\_\_\_\_ Pages & Cost: \_\_\_\_\_