
# Sonoma State UniversityUniversity Police DepartmentPolice Report Request Form

This form is to be used to request copies of police reports, traffic or collision reports, injury reports, or other University Police reports. Public Records Act (PRA) requests are managed by Risk Management and Safety and requests can be made online on the Risk Management website. **All fields must be completed on this form to process your request**. UPD may deny the request if information is missing or incomplete. Completed forms can be scanned to policeforms@sonoma.edu or sent via fax to (707) 664-2248. Requests may be subject to fees pursuant to UPD polices.

## Section I: Requestor Information

Requestor Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Address Line 2 (if needed): Click to enter text.

City, State, Zip Code: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

## Section II: Report Information

**Date of Request:** Click or tap here to enter text.

**Request Type:** Choose an item.
If Other, please specify: Click to enter text.

**UPD Case Number:** Click or tap here to enter text.

**Type of Incident:** Click or tap here to enter text.

**Relationship to Incident:** Choose an item.
If Other, Please specify: Click or tap here to enter text.

**Reason for Request:** Click or tap here to enter text.

Note: Dissemination of police information to unauthorized persons is prohibited and punishable as a crime under state law.

I declare, under the penalty of perjury, that I am the party of interest as indicated above. Identification is required upon release of the report.

**Signature of Requester:**

**Date of Request:** Click or tap to enter a date.

## University Police Department Use Only

Date Received: Click to enter a date.

Date Processed: Click to enter a date.

Date of Release: Click to enter a date.

Request Approved: [ ]

Request Denied: [ ]

ID Verified: [ ]

Release Signature:

Supervisor/Review Signature:

Reason for Denial: Click or tap here to enter text.