



HERCULES POLICE DEPARTMENT

111 CIVIC DRIVE • HERCULES, CA 94547

Main: (510) 799-8260

Fax: (510) 799-8281

APPLICATION FOR RELEASE OF RECORDS

ONE REPORT PER APPLICATION

APPLICATION DATE: _____ CHECK TYPE OF REPORT: TRAFFIC ACCIDENT ALL OTHER REPORTS

APPLICANT: _____ PHONE NO.: _____
PLEASE PRINT - LAST NAME FIRST NAME MIDDLE AREA CODE

APPLICANT'S ADDRESS: _____
STREET NUMBER STREET CITY STATE ZIP CODE

DATE OF INCIDENT: _____ TIME: _____ AM PM CASE NUMBER:

LOCATION OF INCIDENT: _____

REASON FOR REQUESTING REPORT: _____

Release of Juvenile Information is controlled by the Juvenile Judge of Contra Costa County. If there are juveniles listed in the records you are requesting, the request will be forwarded to the juvenile judge for approval. It takes at least seven to ten (7 to 10) working days from the date the request is forwarded to the judge for the judge to review and return the request.

Certifications: I declare under penalty of perjury that I am, or that I represent, the party(ies) of interest named in this report. It is not my intent to use this information for malicious or illegal purposes. I will not release this information to anyone who is not authorized to have it. I will use this information only to seek, in a legal manner, restitution for damages that my client or I may have suffered.

SIGNED UNDER PENALTY OF PERJURY: _____ SIGNATURE OF APPLICANT DRIVERS LICENSE NO./STATE

FOR OFFICE USE ONLY BELOW THIS LINE

APP. RECEIVED BY: (HPD EMPLOYEE)	DATE RECEIVED:	DATE FORWARDED TO JUDGE:	FEE COLLECTED:
APPLICATION APPROVED: _____ DATE: _____ HERCULES P.D. EMPLOYEE			DATE REPORT COPY MAILED:
APPLICATION DENIED: _____ DATE: _____ HERCULES P.D. EMPLOYEE			DATE REPORT COPY PICKED UP:
			COPY RECEIVED BY:

JUVENILE JUDGE

*MAIL JUVENILE REPORTS TO THE JUDGE OF THE JUVENILE COURT, SUPERIOR COURT, P.O. BOX 911, MARTINEZ, CA 94553

JUVENILE JUDGE APPROVAL: _____ DATE: _____

JUVENILE JUDGE DENIAL: _____ DATE: _____