



University Police Department California State University San Marcos

425 La Moree Road (760) 750-4567
San Marcos, CA 92078 (760) 750-3012 (Fax)

Request For A Police Report

*Generally responses are mailed, within ten working days of receipt of the request. **Please note that all requests for reports are evaluated for release on a case-by cases basis and reports are not released to suspects, arrestees, or those who are not directly involved with the case.***

Date & Time of Occurrence	Type of Report: <input type="checkbox"/> Accident <input type="checkbox"/> Incident (Check One) <input type="checkbox"/> Crime	Case Number
Location of Incident	Name Party Involved or Property Owner	
Name of Report Requestor and or Agency		Date of Request
Mailing Street Address		
City	State	Zip Code
Telephone Number	Method of Payment <input type="checkbox"/> Check <input type="checkbox"/> Money Order	
Party of Interest (Please Check One)		

- | | |
|---|---|
| <input type="checkbox"/> Person Involved:
Driver, Passenger, Pedestrian or Victim

<input type="checkbox"/> Property Owner

<input type="checkbox"/> Authorized Individual
(Signed Authorization is Required)

<input type="checkbox"/> Parent/Guardian of Juvenile Party | <input type="checkbox"/> Representative of Insurance Co. or
Insurance Adjusting Agency

<input type="checkbox"/> Attorney

<input type="checkbox"/> Other Party of Interest (Explain):
<hr/>
<hr/> |
|---|---|

Requestors Signature: _____

Report Release / Rejection Notice:

Date: _____

Release Authorized (Yes) (No) By: _____

We are unable to fulfill your request for a copy of the police report based upon the following:

- Insufficient fee/no fee submitted. The cost for copies of reports, regardless of number of pages, is \$5.00 to non campus affiliates: (Make check or MO payable to CSUSM)
- Report includes information that is not subject to release to the general public, pursuant to Government Code Section 6254(f).
- We were unable to locate the case with the information you supplied. Case does not exist or wrong law enforcement agency.
- Report would be available during discovery/at trial.