

**ESCALON POLICE DEPARTMENT  
RECORDS INFORMATION REQUEST**

In accordance with the Public Records Act/California Vehicle Code, I request to obtain a copy of the following report:

Report No: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Report Type: Accident \_\_\_\_\_ Burglary/Theft \_\_\_\_\_ Other \_\_\_\_\_  
(Describe Type of Report)

Names of Subjects Involved: Driver(s) \_\_\_\_\_  
Victim \_\_\_\_\_  
Suspect \_\_\_\_\_

I certify that I am (check one and enter information requested):

\_\_\_\_\_ Involved and named in the report  
\_\_\_\_\_ Insurance Agent/Company  
\_\_\_\_\_ Government Agency  
\_\_\_\_\_ Authorized Representative for \_\_\_\_\_ (Name in Report)  
Firm Name

Purpose of Request (A complete explanation is required):

\_\_\_\_\_

\_\_\_\_\_

(Continue on back if necessary)

I understand the following:

- The Public Records Act authorizes the Escalon Police Dept. to censor the report as they deem necessary.
- I will be required to provide proof on my identification.
- I will be required to purchase the report.
  - The fee for collision reports is \$20.00
  - The fee for non-collision reports is \$10.00
- Completion of this request does not guarantee my entitlement to the above report. If this report is requested under the Public Records Act, I will be notified in approximately two weeks regarding the approval or denial of this request
- If my request is denied, the reason for denial will be provided, if desired.

**\*YOU WILL BE NOTIFIED WHEN YOUR REQUESTED DOCUMENTS ARE READY TO BE PICKED UP\***  
**RECORDS NOT PICKED UP AFTER 30-DAYS WILL BE DESTROYED AND MUST BE RE-REQUESTED**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

**FOR OFFICE USE ONLY**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

To submit form:

Email completed form to [scardoso@cityofescalon.org](mailto:scardoso@cityofescalon.org)  
or drop off at City Hall 2060 McHenry Avenue Escalon CA 95320