



CONTRA COSTA COUNTY OFFICE OF THE SHERIFF  
DAVID O. LIVINGSTON  
SHERIFF - CORONER

Police Report Requests from Victim or Driver/Registered Owner

- Sheriff's Records Unit has 10 days to respond to all requests
- Requests are processed on a first come, first serve basis
- Reports are .10 cent per page (payment in exact amount-required before release)
- Processed request will be held for 30 days then purged.

Request for Information Letter (8½x11) from Victim or Traffic Reports Requests from Drivers/Register Owners should include the following:

- Report/Case #
- Your name, address and phone number.
- COPY of CA Driver's License/ID Card/Passport (Must be Valid, Not Expired)
- If you don't have a report number include the Date, Time, and Location of each Incident: Street address and City and a description of each incident.
- If you are the Power of Attorney or Executor of Estate, a Court Order is required for Record Release.

Requests can be submitted by:

- 1. Mail.** Send request for information to the Sheriff's Office Records Unit, include
  - Letter: Request for Information: include case#, your address, phone#, signature.
  - You will be notified of fee amounts due before release of information
  - A copy of your valid Driver's License.
- 2. Email** Record request letter with copy of valid Driver's License to: [recordsinfo@so.cccounty.us](mailto:recordsinfo@so.cccounty.us). The requestor will be notified via return email upon a decision to (1) not release or (2) to release as well as the amount of fees due. Fees must be paid prior to release of documents.

If you are an **Owner/Manager of a Business or Property, Principal of a School**, requesting a report.

You must send the request by mail to the Sheriff's Office Records Unit and include the following:

Letter requesting Information on Company Letterhead: include case#, address, phone# and original signature.

- A copy of your valid ID/Driver's License/Passport. (Expired are not acceptable)
- Your business card.

If a report lists a Juvenile, a **JV 575-PETITION TO OBTAIN REPORT OF LAW ENFORCEMENT AGENCY** document must be submitted with the request. (Original signature: No copy) The request will be sent to the process in the appropriate manner. There may be additional documents required depending on the nature of the request and the involvement of the juvenile. If the Juvenile named on a report is a Suspect, the final approval rests with the Juvenile Court for release. For a Power of Attorney or Executor of Estate, a Court Order is required for Record Release.

If you require clarification of these guidelines, please contact the Records and Identification Unit by email to [recordsinfo@so.cccounty.us](mailto:recordsinfo@so.cccounty.us) or by telephone at the number listed below.