NOVATO POLICE DEPARTMENT

REQUEST FOR INCIDENT INFORMATION

" **Automated Address History** -   Listing contacts at a given location; $10 Fee
" **Automated Incident Entry** -   Request for a specific event(s); $1 Fee

All releases are conditional, relative to the California Public Records Act (6254(f) G.C.), 5157 W&I, 828 W&I and 293 PC which prohibit the disclosure of the names and addresses of suspects, mental health holds, juvenile detentions, sex, narcotic and arson registrants, victims of sex, hate, and domestic violence crimes, confidential informants, information which could endanger the safety of a witness or other involved person or endanger the successful completion of a case or related case. The name and address of victims is not released to the suspects or persons arrested in the incident. Address of arrested person may not be released unless requester declares under penalty of perjury the request is for scholarly, journalistic, political, or governmental purposes, or for a licensed private investigator.

This process requires administrative review; the California Public Records Act allows up to 10 days.

I, _____ , (Date of Birth) _____
                Name   Month/Date/Year

_____
      Address   City   Zip   Phone Number

request an automated search of address: _____

for the date of _____ or between the dates of _____ through _____

Purpose of request:_____
_____
_____
_____
_____

_____   _____
          Signature   Date

cc: A-4 and A-5 on _____ by _____.

INCIDENT'S RELEASED	INFORMATION DELETED	INCIDENT'S RELEASED	INFORMATION DELETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9 **Payment Due   Paid/Receipt #:** _____   9**Call When Ready**   9**Mail When Ready**

Researched By/Date _____   **Approved By:** _____   **Date:** _____

9 CONTACTED AND WILL PICK UP <u>or</u> 9 MESSAGE LEFT FOR REQUESTER   **Rel'd By/Date:** _____