



## Contra Costa County Sheriff-Records & ID Unit

### Police Report Requests from Insurance Company

- Sheriff's Records Unit has 10 days to respond to all requests.
- Reports are .10 cent per page (payment in exact amount)
- Processed request will be held for 30 days then purged.

Police Report/Traffic Report requests mailed from Insurance Companies should include:

1. All requests should be on Company Letterhead or form with Company Logo, address, phone number and should include:
  - Insured Party's Name
  - Date of Birth
  - Report number

If you do not know the report number, we will need the above and following information to search:

  1. Date(s) and Time of Incident(s)
  2. Address of Incident: Street and City
  3. Description of the incident(s)
2. A blank check made to: CCCSO, with Memo: Not to exceed \$15.00. (or note on your request, that you want to be contacted and given the fee amount)

If report lists a Juvenile, a Release **of Juvenile Case Information Form** needs to be submitted with the request. (Original signature: No copy) The request will be sent to the Juvenile Court Judge for release approval. If the Juvenile is the Victim or Suspect, a Court Order is required for Record Release. For a Power of Attorney or Executor of Estate, a Court Order is required for Record Release.

If you have any questions, contact the Sheriff Records Unit.

**2530 Arnold Drive #170      Martinez, CA 94553**  
**925/335-1570**