



Contra Costa County Sheriff-Records & ID Unit

Police Report Requests from Third Party on behalf of an 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 pick up for 30 days then purged.

Requests should include:

1. Submit the letter from the Insurance Company that authorizes your company to seek the record on the Insurance Company's behalf. The authorization letter should be **typed** on the Insurance Company's stationary letterhead and should include:
 - Insurance Company Representative's original signature and printed name.
 - Insured Party's Name
 - Report number
 - Dated within 90 days
2. Third Party Company requests should be on Company Letterhead with Company Logo, address, phone number and should include:
 - Victim/Insured Name
 - Date of Birth
 - Report number
 - Date of Incident/Accident
 - Location of Incident: Street & City
3. A blank check made to: CCCSO, with Memo: Not to exceed \$15.00.

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.

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