



## Contra Costa County Sheriff-Records & ID Unit

### Requests from Lawyers/Law Office for Victim, Drivers or Registered Owner

- Sheriff's Records Unit has 10 days to respond to all requests.
- Reports are .10 cent per page (payment in exact amount)
- Processed requests will be held for 30 days then purged.
- Reports listing Juveniles as a Suspect or Victim will need a Court Order submitted with the request.

1. Written request should be on Company Letterhead. Request Letter with current date, should include:

- Statement of Client Representation, i.e; "I am an attorney representing, (Client's Name), identified in the record (Report/Case #).
- Name of Victim
- Client's Date of Birth
- Clear Copy of Client's Valid ID (US Driver's License/ID Card, Valid Passport)
- Sheriff's Report number(s)

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. Waiver from Client, with original signature and dated, Typed Information: Dated within 90 days, authorizing the release of Report# \_\_\_\_\_, to the Lawyer/Law Office.
3. A blank check made to: CCCSO, with Memo: Not to exceed \$15.00. Or you can mail in the request letter and waiver and will be contacted with the fee amount once the request is processed.

If report lists a Juvenile as a Witness/Other/Driver, 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 approval to be released. Depending on the Classification of the Record, a Court Order may be needed. 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.

Mail Request to:

Contra Costa County Sheriff  
Records Unit  
2530 Arnold Drive #170  
Martinez, Ca 94553

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

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