

Redondo Beach Police  
**Request for Reports / Records**

Complete one Records Request Form for each report and sign it. All report requests are subject to a review procedure before being released and may not be immediately available. Some information may be redacted as required by law. Report research fees are non-refundable administrative fees to cover the cost of the records search, and will not be refunded to you even if it is determined that a report does not exist.

RBPB Report # _____	<input type="checkbox"/> Report Request	<input type="checkbox"/> Public Records Act Request
Today's Date: _____	Date of Incident _____	Time of Incident _____
Report/Record Requested:	<input type="checkbox"/> Crime	<input type="checkbox"/> Traffic Collision
	<input type="checkbox"/> Video	<input type="checkbox"/> Photo
	<input type="checkbox"/> Other record/report type: _____	<input type="checkbox"/> Arrest
		<input type="checkbox"/> No report/CAD Incident
<b>If the Report Number is unknown, please complete the following:</b>		
Location of Incident : _____		
Names of Persons Involved	Date of Birth	Involvement
_____	_____	_____
_____	_____	_____
_____	_____	_____
Vehicle License /State _____	Yr/Make/Model: _____	_____

**Requestor Information**

Name: _____		
Address: _____		
City: _____	Zip _____	
Phone Numbers: Home: _____	Mobile: _____	Work: _____
FAX: _____	Email _____	
Requestor Relationship to Incident	Involved in Report Type	Receive Report/Record by:
<input type="checkbox"/> Insurance Agent	<input type="checkbox"/> Victim	<input type="checkbox"/> Station pick-up
<input type="checkbox"/> Authorized Representative	<input type="checkbox"/> Driver	<input type="checkbox"/> FAX
<input type="checkbox"/> Attorney / City Attorney	<input type="checkbox"/> Passenger	<input type="checkbox"/> Email
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Mail
<input type="checkbox"/> Property / Vehicle owner	<input type="checkbox"/> Arrestee	<input type="checkbox"/> Call when ready for pickup
<input type="checkbox"/> DMV / Court / DA	<input type="checkbox"/> Parent/Guardian Juvenile	
<input type="checkbox"/> Law Enforcement Agency	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other Party of Interest (Specify): _____		
Release for Victim to Attorney attached <input type="checkbox"/>	If your request is by mail, email or FAX, you must send payment for the report or item and a copy of ID in advance.	

Reason for obtaining a copy: \_\_\_\_\_

Provide additional details that may aid in processing your request: \_\_\_\_\_

I declare under penalty of perjury that these statements are true and correct / I represent: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

If requested by mail: Do not send cash through the mail. Enclose this form and a check or money order payable to the City of Redondo Beach for each report requested; enclose a copy of your photo I.D. and send the items to the Redondo Beach Police Department, Attn: Records Unit Report Request, 401 Diamond St., Redondo Beach CA 90277. See the reverse for standard fees.

If paying in-person: Cash payment may be made at the Records Unit. Present government photo identification. Present the form at the Redondo Beach Police Department, Records Unit, 401 Diamond St., Redondo Beach CA 90277 and pay any fees required.

**Official Use Only**

**Redondo Beach Police Department personnel will complete the sections below:**

Date Received: \_\_\_\_\_ Received by Employee: \_\_\_\_\_ RBPB Report # \_\_\_\_\_

Request sent and received by:  Counter  Mail  FAX  Phone  Email

Assigned to: \_\_\_\_\_ Response date due: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

Disposition  Approved: Complete Copy Released  Approved: Redacted Copy Released

**Extension needed and date anticipated:**

Volume of search  Off-site storage  Computer programming required  
 Consultation needed  Other  Requires coordination with other agency

Date request completed: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date requester notified: \_\_\_\_\_ Destroyed date: \_\_\_\_\_

**Documents released:**

Initial crime report  Traffic Collision  CAD call report  CHP 180  
 Supplemental report  Investigator Report  Other: \_\_\_\_\_

Approved / Denied by Detective: \_\_\_\_\_

**Documents Not Released:**

Denied and Reason for Denial:  
 Fee not paid  Case under investigation  
 Confidentiality (293 PC)  Records require Subpoena Duces Tecum  
 No record of incident  Juvenile involved needs signed TNG Order form per 827/828 WIC  
 CAD call only/no report  Suspected child abuse report 11167.5 PC  
 Pending felony  Elder Dependent Adult abuse report 15633 WIC  
 Pending misdemeanor  Information redacted in compliance with: 293 PC; 964 PC;  
 Pending infraction 13300 PC; 11105 PC; 851.5 PC; 6254(f)/(f)(1)/(f)(2) GC;  
 No identification  Not Redondo Beach jurisdiction  
 Denied by Detective  No record on file – purged or sealed  
 Denied by Prosecutor  Other: \_\_\_\_\_

**Payment Information:**

Fee amount due: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Money Order #: \_\_\_\_\_

Payment received on: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Release pending: \_\_\_\_\_ DL #: \_\_\_\_\_

Fee waived for Domestic Violence victim – no charge 6228(a) FC

**Fee Calculations:**

Item	Cost	Per	Quantity	Subtotal	Total Cost
Record search (subpoenas)	\$29.00	½ hr min			
Arrest/Crime/Traffic	\$20.00				
Public Records Act Request	\$ 0.10	Per page + \$1.00			
Subpoenaed Records (SDT)	\$24.00	Per hour/person			
1563 Evidence Code	\$ 0.10	Per page			
Civil proceedings(See code)	\$ 0.20	Per page micro			
Photo processing fees	\$25.00	Digital			
	\$42.00	Processed Prints			
	\$ 0.25	Photo Copies			
	Actual	Additional prints			
<b>Total</b>					<b>\$</b>

Traffic Collisions released pursuant to Vehicle Code section 20012; Domestic Violence Victims released pursuant to Family Code section 6228; DV suspects released pursuant to Court Authorization and Penal Code 1203.097(a)(7)(B) ; Juvenile Reports Released pursuant to Welfare and Institutions Code 827/828.