



SANTA CRUZ COUNTY SHERIFF'S OFFICE
RECORDS UNIT – REPORT REQUEST FORM
www.scsheriff.com

Records Unit Email:
shfrecords@santacruzcountyca.gov

Santa Cruz County
Sheriff's Office
5200 Soquel Ave
Santa Cruz CA 95062

Phone numbers:
Main – 831 454 7600
Coroner – 831 454 7790
(for autopsy/toxicology reports please complete separate form)

Section 7923.600-625 of the Cal. Gov't Code governs public disclosure of records of complaints and investigations conducted by the law enforcement agencies, including the Sheriff's Office. Per the terms of the applicable statutes and case law these records will not be disclosed if disclosure would endanger the safety of a witness or other person involved in the investigation and/or if it would endanger the successful completion of the investigation or related investigations. In addition, if records are disclosed, information contained within the records may be protected by state and/or federal laws and therefore may be redacted. A delay in processing your request may occur if the request is incomplete or illegible and/or if juveniles are involved. You will be notified by the Sheriff's Office via telephone of any fees. Proper ID is required. In reviewing and responding to the request, the Sheriff's Office reserves all rights under the applicable law.

TODAY'S DATE	Report/Case Number:	Date & Type of incident:
☐ Parent/Guardian of Individual under 18yrs Name&DOB of Juv:		☐ AUTHORIZED REP ☐ ATTORNEY attach business card Person Represented:
YOUR NAME:		TELEPHONE:
ADDRESS:		
CITE/STATE/ZIP:		
DELIVERY: ☐ Pick up @ Records ☐ Mail (please note case will be mailed to address listed on DL/ID)		
<i>I certify these statements are true. The information requested will not be used maliciously or used to harass, degrade, or humiliate any person.</i>		
Signature:		Date:
SHERIFF'S OFFICE USE ONLY		
RECEIVED BY BADGE #	ID VERIFIED ☐ YES	REQUESTOR'S DOB:
Authorized Rep paperwork attached & VERIFIED ☐ YES Clerk Badge:	Copy of release of information for attorney attached & VERIFIED ☐ YES Clerk Badge:	Birth Certificate verified ☐ YES Clerk Badge:

Per 7922.535 GC We will respond to your request within 10 days