

**Internal Use Only:**

Date request received: \_\_\_\_\_

Date provided/mailed: \_\_\_\_\_

Date person notified if extension needed: \_\_\_\_\_

ID/DL for pick-up: \_\_\_\_\_

RMS staff ID#: \_\_\_\_\_

# Request for Incident Report

Mail request to: San Francisco Police Department  
Report Management Section  
1245 3<sup>rd</sup> Street, San Francisco, CA 94158-2102

Or email to: [sfpd.records@sfgov.org](mailto:sfpd.records@sfgov.org)

There is no legal requirement to fill out this form in its entirety. However, certain individuals are entitled to receive more information pursuant to California Government Code § 6254 (f). The more information you provide may help the Department determine the amount of information provided to you.

Your name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

S.F. Police Report #: \_\_\_\_\_

Name of Party Listed in Report, if not requestor: \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Your interest in this incident: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Date/Time of Occurrence: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

Vehicle Involved (License plate number/state/year, make, model and color): \_\_\_\_\_

Please indicate how you would like to receive the requested incident report. (Allow 10 business days from the date of your request for processing):

- U.S. Mail (It is mandatory to have a self-addressed legal size stamped envelope for your report to be processed).
- Email: \_\_\_\_\_
- Pick-up from 1245 3<sup>rd</sup> Street, 1<sup>st</sup> Floor, San Francisco, CA 94158, Monday-Friday (8:00am – 5:00pm), closed on weekends and holidays. Please call 415-575-7232 to confirm your report is ready for pick-up.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: TRAFFIC COLLISION REPORTS ARE PRIMARILY PREPARED FOR HIT & RUN, DRUNK DRIVING AND PERSONAL INJURY CASES. Some reports are restricted and/or inaccessible.