



# TUCSON POLICE DEPARTMENT RECORDS REQUEST FORM



520-791-4462 <https://www.tucsonaz.gov/Departments/Police>  
The information you provide will assist the Tucson Police Department Records Section in fulfilling your request under Arizona Law. Some information may be protected and not releasable.

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

I hereby certify under penalty or perjury that the requested record(s) will not be used for commercial purposes as define in ARS 39.121.03

How would you like your records delivered to you: \_\_\_\_\_ Email \_\_\_\_\_ Pick Up (270 S Stone) \_\_\_\_\_ U.S. MAIL

FEES					
CASE/COLLISION	EMAIL COPIES	Digital Copies (including, but not limited to; 911 calls, Radio Traffic, Photos)	Video (BWC, Surveillance, etc.)	Visa Letters	Misc Reports (to include, OPS, Academy, Data Requests)
\$5.00 per report plus \$0.25 per page after 15 pages	\$5.00 per report up to 15 GB. If above that limit, \$5.00 per every additional 15 GB	\$25 per request up to 15GB or per disc. If above that limit or additional discs are required, a \$25 fee for every additional metric.	\$44 per hour reviewed	\$5.00 for 3 copies of notarized documents.	\$0.25 per page

- PLEASE READ AND SELECT THE CORRECT SECTION**
- If you need a copy of your **Case Report and/or Collision Report**, proceed to **Section A**.
  - If you need a **Name Check or Location check**, proceed to **Section B**.
  - If your need a **Visa/Arrest/Clearance Letter** for employment, visa purposes or citizenship purposes, proceed to **Section C**.
  - If you need any form of **Digital Media** from your case such as **Photos, Videos, or Audio Recordings**, proceed to **Section D**.

**SECTION A: CASE/ COLLISION REPORT**

Case Report Number: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

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

Name(s) of Persons Involved: \_\_\_\_\_

**SECTION B: NAME or LOCATION CHECK- No Charge** (Must include date of birth for name check. Must include date range for location check)

Name: \_\_\_\_\_

DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Location: \_\_\_\_\_

Date Range: \_\_\_\_\_

**SECTION C: VISA/ ARREST/ CLEARANCE LETTER** (Three copies will be provided)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Former/Maiden/Alias Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Would you like your Letter Notarized: YES \_\_\_\_\_ NO \_\_\_\_\_

*Provisions of your Social Security Number is to ensure accuracy in checking your criminal history information. You may choose not to provide this information, however, that may hinder the ability to provide accurate information. **Government issued photo ID MUST be provided with request.***

**SECTION D: DIGITAL MEDIA**

Case Number: \_\_\_\_\_ Date and Time of Incident: \_\_\_\_\_

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

BWC Video: \_\_\_\_\_ Photos: \_\_\_\_\_ MVR Video: \_\_\_\_\_ 911 Audio: \_\_\_\_\_ Interview Recording: \_\_\_\_\_ Surveillance Video: \_\_\_\_\_

**TPD RECORDS USE ONLY**

Total Cost: \$ \_\_\_\_\_ Processed by (Initials and PR) \_\_\_\_\_ Date: \_\_\_\_\_

Information Released: \_\_\_\_\_