



# TUCSON POLICE DEPARTMENT RECORDS REQUEST FORM

520-791-4462

WWW.TUCSONAZ.GOV/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 Ave) \_\_\_\_\_ U.S. Mail

### 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 \$5.00

(Additional .25 cents per page if over 15 pages)

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- \$5.00 (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- \$25.00 Per Disc

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 (Date and PR): \_\_\_\_\_ N: \_\_\_\_\_ C: \_\_\_\_\_

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