

**Internal Use Only:**

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

ID type verified: \_\_\_\_\_

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

Date of "Notice of Good Cause", if needed: \_\_\_\_\_

RMS Staff ID#: \_\_\_\_\_

Supervisor's Name & Star #: \_\_\_\_\_

Unit Issued (circle one): SVU / CISU

# Request for Incident Report: Family Code § 6228

(Domestic Violence, Sexual Assault, Stalking, Human Trafficking, or Abuse of an Elder or Dependent Adult)

Request: San Francisco Police Department  
Records Management Section  
1245 3<sup>rd</sup> Street, San Francisco, CA 94158-2102  
sfpd.records@sfgov.org

Under CA Family Code § 6228, incident reports requested by a victim or his or her representative for the alleged crimes of domestic violence, sexual assault, stalking, human trafficking, and abuse of an elder or dependent adult are entitled to receive copies within **five** working days of the request, unless good cause for delay exists. If good cause exists, reports shall be released no later than **ten** working days after request is made.

## SECTION 1

Requestor's name: \_\_\_\_\_ Victim Name (if different from Requestor): \_\_\_\_\_

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

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

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

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

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

Type of Incident (check one):  Domestic Violence  Sexual Assault  Stalking  Human Trafficking  
 Elder or Dependent Adult Abuse

I require an expedited copy of incident report, for a court hearing in less than five days (required to submit proof of the Superior Court Notice of Court Hearing with this form).

Pursuant to Family Code § 6228 I am the named **victim** and as such request a copy of the incident report (if checked, skip to "Section 2" for identification requirements).

**OR**

Pursuant to Family Code § 6228 I am an authorized **representative** and as such request a copy of the incident report.

The Victim is alive and I am (check the appropriate box)

A parent, guardian, or adult child of the victim, or an adult sibling of a victim 12 years of age or older.

An attorney for the victim. State Bar No.: \_\_\_\_\_

A conservator of the victim.

The Victim is deceased and I am (check appropriate box)

The surviving spouse.

A surviving child of the decedent who has attained 18 years of age.

- A domestic partner, as defined in subdivision (a) of Section 297.
- A surviving parent of the decedent.
- A surviving adult relative.
- The personal representative of the victim, as defined in Section 58 of the Probate Code, if one is appointed.
- The appointed public administrator.
- As the **representative** I have not been convicted of murder in the first degree, as defined in Section 189 of the Penal Code, of the victim or any person identified in the incident report face sheet.
- I am not a suspect in this case.

## SECTION 2

### Identification required:

- Any current identification including, valid driver's license, SF City ID card, a state-issued ID card, or a passport.
- A guardian shall also present a copy of his or her letters of guardianship.
- An attorney for the victim, shall present ID and written proof that he or she is the attorney for the victim.
- A conservator of the victim shall present ID and a copy of his or her letters of conservatorship.
- A personal representative (parent, guardian, adult child or adult sibling) of the victim, if victim is alive and not the subject of a conservatorship, shall present ID and a written authorization, signed by the victim.
- A representative of a victim who is **deceased**, shall present a certified copy of the death certificate or other satisfactory evidence of the death of the victim at the time the request is made.
- If a victim is unable to provide photo ID at the time of the request, the Department, in its sole discretion, may provide the victim with a copy of an incident report if they can provide other satisfactory evidence of their identity.

## SECTION 3

Please indicate how you would like to receive the requested incident report. If you submitted your request in-person, you have the option to receive the incident report via Email or U.S. Mail. If you submitted your request via Email or U.S. Mail, you are required to pick-up the incident report in person in order for SFPD to verify your identification. Allow 5 working 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

*In the event you do not have the case number, or you are unclear if you are an authorized representative for this request, or you are outside of San Francisco and unable to submit or pick-up in person, please contact the Crime Information Services Unit (CISU) at 415-575-7232 for further assistance.*