SAN FRANCISCO POLICE DEPARTMENT
PUBLIC RECORDS REQUEST FORM
(San Francisco Sunshine Ordinance, Administrative Code §67.1 et. seq.)

(Do not use this form to request incident reports or traffic collision reports)

Date: _________________________

San Francisco Police Department

___ Media Relations Unit
1245 3rd Street, 6th Floor
San Francisco, CA 95158
FAX: (415) 837-7249

___ Legal Division
1245 3rd Street, 4th Floor
San Francisco, CA 95158
FAX: (415) 553-1999

Requester Name: ____________________________________________
Address: _____________________________________________________
City / State / Zip: _____________________________________________
Telephone: ___________________________________________________

Records Requested: (Please provide a reasonable description of the specific records)
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Please use an additional page if more space is needed.

I would like to inspect the records. Please advise me when the records are available for inspection at a location designated by the Police Department.
I would like to pick up copies of the records from Police Department Headquarters. Please advise me when the records are ready. I understand that I must pay for the copies before the Department will release them to me.
Please mail the records to the address above. I understand that I must pay for postage and the copies before the Department will send the records.
If less than 10 pages, please fax the documents to: _________________. If the records cannot be faxed, please use the alternative method checked above.
If the records are in electronic form, and if consistent with Police Department procedures, please email the records to the following email address:
____________________________________. If the records cannot be sent electronically, please use the alternative method checked above.

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