



San Luis Police Department

1030 E UNION ST * PO BOX 3720 * SAN LUIS, AZ 85349

Hours: Monday through Friday 7:00 am - 5:00 pm (Closed on Holiday and weekends).

RECORDS PHONE: 928.341.2460

REQUEST FOR OFFICIAL POLICE REPORT

Instructions:

- 1) Complete this form, providing as much information as possible. Failure to do so may delay processing.
- 2) If the report is not available at the time of your request, it will be mailed to you when it becomes available.



WHAT ARE YOU REQUESTING? (Please CHECK appropriate box)

Police Report Fee \$3 (+ .25 per page after 30 pgs)	
Report Number # _____	
Type of incident	
<input type="checkbox"/> Assault <input type="checkbox"/> Burglary <input type="checkbox"/> Theft <input type="checkbox"/> Domestic Violence <input type="checkbox"/> DUI <input type="checkbox"/> Traffic Accident <input type="checkbox"/> Other	
Date/Time of Incident _____ Location _____ Names of Involved Parties: _____	
Full Name _____	DOB _____
Full Name _____	DOB _____
Signature of Requestor: _____	
Address: _____ Phone Number: _____	
Call For Service/Event History <input type="checkbox"/>	
Fee \$5	
A list of Calls For Service originating from a specific address during a specific time frame.	
Location _____	
Date: From _____ to _____	
Audio Recording <input type="checkbox"/> Fee \$10.00 (When Available for above report)	<u>FOR RECORDS USE ONLY:</u> Date Received: _____ By B# _____ Fee Received \$ _____ By B# _____ Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Date Processed: By B# _____ Date Released: By B# _____ Number of pages released _____ <input type="checkbox"/> Mailed <input type="checkbox"/> Released in person <input type="checkbox"/> Privacy <input type="checkbox"/> Confidentiality <input type="checkbox"/> Best Interests of the Government <input type="checkbox"/> FREE COPY TO VICTIM
Photo CD <input type="checkbox"/> Fee \$5 (When Available for above report)	COMMENTS: _____ _____
Photo on Paper <input type="checkbox"/> Fee .50 Cent each (When Available for above report)	