PLEASE READ BEFORE COMPLETING THE APPLICATION

Instructions for submitting the
Application for Copy of Police Report

Requests by Mail:

1. Complete the Application for Copy of Police Report.

2. Mail your completed application, with a copy of your valid government issued ID, and a check made payable to "Allan Hancock College" ($10.00 per copy of report) to the following address:

Allan Hancock College Police Department
ATTN: Records
Building S2
Santa Maria, CA 93454

○ If your application is Approved, a copy of the police report that you requested will be mailed to the address listed on your application.

○ If your application is Denied, your check will be returned by mail to the address listed on your application.

If you need further assistance, contact the Allan Hancock College Police Department by phone or email.

(805) 922-6966 ext.3649
AHC.PD@hancockcollege.edu

Allan Hancock College Police Department
Application for Copy of Police Report

Please review instructions for submitting the application before completing this form An approved report for release will also require review of a valid government issued photo ID (or a copy of your valid government issued ID for mail-in requests) and collection of the $10.00 duplication and processing fee.

Full Name (Last, First, Middle)		Date of Birth

Mailing Address	City	Zip

Telephone Number	E-Mail Address

Date and Time of Incident	Type of Report (Select One)
	☐Traffic Accident ☐ Crime ☐ Incident ☐ Other

Report Number	Location of Reported Incident

Please Select Involvement (Select One)

☐ Driver ☐ Passenger ☐ Pedestrian ☐ Victim ☐ Arrestee ☐ Other (Specify):

Reason for Report Request

Certification:

I declare under the penalty of perjury that I am the party of interest identified in the report recorded herein.

Signature	Date

☐   Review Photo I.D.   ☐   Print Type and I.D. Number: _____

☐   Collect fee ($10.00/copy) - No. of copies: _____ ☐   Fill out receipt (Receipt number):

_____ Transaction completed by:

Name: _____ Body #: _____ Date: _____

PAYMENT METHOD (Checks to be made payable to "Cuesta College".)

Cash $ _____   Check #: _____   Amount: $ _____

☐   Request Denied / Reason for Denial:

_____

Prepared by: _____   Date:
_____