



University Police Department

California State University San Marcos

425 La Moree Road (760) 750-4567
San Marcos, CA 92078 (760) 750-3012 (Fax)

Request For Police Records

Please note that all requests are evaluated for release on a case-by cases basis and reports are not released to suspects, arrestees, or those who are not directly involved with the case . Requests can be faxed, emailed to UPDrecords@csusm.edu or submitted in the lobby during regular business hours.

Date & Time of Occurrence	Type of Report: (Check One) ☐ Accident ☐ Incident ☐ Crime	Case Number
Location of Incident	Name Party Involved or Property Owner	
Name of Report Requestor and or Agency		Date of Request
Mailing Street Address		
City	State	Zip Code
Telephone Number	Email	

Party of Interest (Please Check One)

☐ Person Involved:
Driver, Passenger, Pedestrian or Victim

☐ Representative of Insurance Co. or
Insurance Adjusting Agency

☐ Property Owner

☐ Attorney

☐ Authorized Individual
(Signed Authorization is Required)

☐ Other Party of Interest (Explain):

☐ Parent/Guardian of Juvenile Party

Requestors Signature: _____

Report Release / Rejection Notice:

Date: _____

Release Authorized (Yes) (No) By: _____

We are unable to fulfill your request for a copy of the police report based upon the following:

- ☐ Request includes information that is not subject to release to the general public, pursuant to Government Code Section 7923.600
- ☐ Request includes information that is not subject to release, pursuant to Government Code Section 7923.605
- ☐ We were unable to locate the case with the information you supplied. Case does not exist or wrong law enforcement agency.
- ☐ Records would be available during discovery, pursuant to Government Code Section 1054.5