



IRVINE POLICE DEPARTMENT



MICHAEL KENT
CHIEF OF POLICE

REQUEST FOR PUBLIC RECORDS

Complete the following form to identify the requested record(s). The more specific you are with the information, the easier it will be to identify the records you are seeking. Submit this completed form to the Public Safety Business Desk for processing by one of the following methods below. **DO NOT USE THIS FORM TO REQUEST COPIES OF POLICE REPORTS.** Please contact our Business Desk at 949-724-7000 for information on requesting police records.

1. MAIL

Irvine Police Department - Custodian of Records
One Civic Center Plaza
P.O. Box 19575
Irvine, CA 92623-9575

2. ONLINE

www.irvinepd.org

3. IN-PERSON

Irvine Police Department - Business Desk
One Civic Center Plaza
Irvine, CA 92606

Office Hours:

Monday - Friday
Saturday

7:30 a.m. - 8:00 p.m.
9:00 a.m. - 1:00 p.m.

In accordance with the California Public Records Act (California Government Code § 6250 et.seq.), public records are open for inspection at all times during regular office hours. Any person may request to inspect and/or copy a public record, excluding records exempt from disclosure by law. The Irvine Police Department will respond to your request within ten (10) days of receiving this form. Any duplication fees are based on the City's current fee resolution.

NAME			DATE
COMPANY			PHONE*
ADDRESS*			FAX*
CITY	STATE	ZIP	EMAIL*

REQUEST

SEND RESPONSE BY (Select one): MAIL EMAIL FAX