



CONTRA COSTA COUNTY OFFICE OF THE SHERIFF
DAVID O. LIVINGSTON
SHERIFF - CORONER

Police Report Requests from Third Party on behalf of an insurance company

- Sheriff's Records Unit has 10 days to respond to all requests
- Requests are processed on a first come, first serve basis
- Reports are .10 cent per page (payment in exact amount-required before release)
- Processed request will be held for 30 days then purged.

Requests should include:

1. Submit the letter from the Insurance Company that authorizes your company to seek the record on the Insurance Company's behalf. The authorization letter should be **typed** on the Insurance Company's stationary letterhead and should include:
 - Insurance Company Representative's original signature and printed name.
 - Insured Party's Name
 - Report number
 - Dated within 90 days
2. Third Party Company requests should be on Company Letterhead with Company Logo, address, phone number and should include:
 - Victim/Insured Name
 - Date of Birth
 - Report number
 - Date of Incident/Accident
 - Location of Incident: Street & City
3. If a determination is made to release any portion of the reports, the total fees due are payable prior to the release of any information. You will be informed via email or telephone of the amount due. Acceptable forms of payment include cash, check or money order in exact amount due. We do not make change for cash payments.

If a report lists a Juvenile, a **JV 575-PETITION TO OBTAIN REPORT OF LAW ENFORCEMENT AGENCY** document must be submitted with the request. (Original signature: No copy) The request will be sent to the process in the appropriate manner. There may be additional documents required depending on the nature of the request and the involvement of the juvenile. If the Juvenile named on a report is a Suspect, the final approval rests with the Juvenile Court for release. For a Power of Attorney or Executor of Estate, a Court Order is required for Record Release.

If you require clarification of these guidelines, please contact the Records and Identification Unit by email to recordsinfo@so.cccounty.us or by telephone at the number listed below.