LONG BEACH POLICE DEPARTMENT

400 WEST BROADWAY • LONG BEACH • CALIFORNIA • 90802

REPORT REQUEST HELPLINE – (562) 570-7381

PROCEDURES FOR REQUESTING A REPORT

Use this form to request all types of police reports, including traffic collision reports. Additional blank copies of this form are available online at www.longbeach.gov/police or you may request to have an application mailed to you by calling (562) 570-7381. This form is also available in the lobby of the Public Safety Building at the address above or at any police substation.

This form must be filled out completely and signed. If you are authorized by law to receive a copy of a Long Beach Police Department report, your request will be accepted and processed. Completed applications and checks should be mailed to:

Long Beach Police Department
Information Management Division
400 West Broadway
Long Beach, CA 90802

$27 FEE FOR COPIES OF REPORTS

The Long Beach Police Department charges a non-refundable $27 fee for processing each application for release of a police report. Cash and checks will be accepted at the business desk of the Public Safety Building at the address shown above. Checks will also be accepted via mail and at any police substation. Victims of crimes are not required to pay the report request fee.

TRAFFIC COLLISION REPORTS

Traffic collision reports are normally released to persons of proper interest per CID §20012. Attorneys representing involved parties must submit a signed authorization of the individual represented and insurance companies must include a policy or claim number on this application form.

The Information Management Division will submit applications for release of reports involving a fatality, felony hit-and-run, or city property damage to the Collision Investigation Detail (CID). The report will be mailed once CID has reviewed the application and approved the report for release.

CRIME REPORTS AND ARREST REPORTS

The investigator handling a case must approve the release of crime reports and arrest reports. Those reports approved for release will be stamped "CONFIDENTIAL" and mailed or made available for pickup as soon as they are processed.

Individuals requesting to review their arrest record must apply in person at the Public Safety Building, Monday - Friday 8:00 AM - 5:00 PM. Applicants must show proper identification and be fingerprinted to verify their identity. Requests for arrest records from the FBI or California Department of Justice should be directed to those agencies.

REPORT REQUEST HELPLINE - (562) 570-7381

PD 2310.004 (B) (REV 10/2024)

REPORT RECEIPT / APPLICATION FOR RELEASE OF REPORT

DR #:

DATE REPORTED:	CALL #:	OFFICER:	DID:

TYPE OF INCIDENT OR CRIME:	PLATE # OR VIN # (IF APPLICABLE):

LOCATION OF INCIDENT:

NAME OF PERSON OR BUSINESS INVOLVED:	DATE OF BIRTH:

PERSON REQUESTING REPORT:

LAST FIRST M.I.

NAME OF BUSINESS REQUESTING REPORT:

ADDRESS:

NUMBER/STREET APT # CITY STATE ZIPCODE

PHONE #:	FAX #:

INVOLVEMENT (Check One)

☐Victim ☐Registered Owner ☐Witness ☐Other _____

☐Parent of Victim Under 18 Years ☐Pedestrian ☐Driver ☐Passenger

☐Attorney (requires signed authorization of individual represented)

☐Representative of Insurance Company – Fill in policy/claim # _____

CERTIFICATION

I declare under penalty of perjury, that the information above is true and correct:

SIGNATURE: **X** _____

LONG BEACH POLICE DEPARTMENT USE ONLY

RECEIVED BY:	INVESTIGATOR:	PROCESSED BY:
DID:	DID:	DID:
DATE:	DETAIL:	DATE:
PAID: ☐ YES ☐ NO	**RELEASE?** ☐ YES ☐ NO	☐ MAILED ☐ IN PERSON