

Arrest Reports

If you want to review your arrest report and your trial is pending, please contact the District Attorney. You may also seek a court order to gain access to the report. If you want to request a copy of your arrest report, for which a trial is not pending and your case has been adjudicated please contact the Records Division of the UC Riverside Police Department. The fee for a copy of an arrest report is \$3.00. [Form](#)

Crime Reports

If you want to request a copy of a crime report, you must physically come to the UC Riverside Police Department and request it by filling out a "request for report" form. You can only receive a crime report if you are an authorized person such as the victim, the victim's representative, or as provided in Section 6254 of the Government Code.

To obtain a copy of a crime report, you must provide:

1. Exact cash or check/money order payable to the UC Regents in the amount of \$3.00. This is a non-refundable administrative fee charged to cover the cost of the records search, and will not be refunded even if it is determined that no report exists.
2. Valid form of identification such as California driver's license or California ID.
3. A release from the victim if the request is from an attorney.
4. The type of report - robbery, assault, etc.
5. The date and location of occurrence.
6. A report number, if known (Example 08-0000)

Exception (Fee Waiver) for Victims of Domestic Violence

California legislation provides that victims of domestic violence may request a copy of their crime report without charge. There will be no fee charged to the victim. (SB 1265 01/14/ 2002 an act to amend Section 6228 of the Family Code, relating to domestic violence was approved.)

Traffic Reports

To obtain a copy of a traffic report, you must mail your request. Traffic reports can be released to authorized persons such as the victim, the victim's representative, or as provided in Section 20012 of the Vehicle Code.

To obtain a copy of a traffic report, please provide:

1. A check or money order payable to UC Regents This is a non-refundable administrative fee charged to cover the cost of records search, and will not be refunded even if it is determined that no report exists.
Fee: \$3.00 *Note: If photos are available and requested an additional fee will be required.*
 - o *Property Damage Only*
 - o *Minor Report Only*
 - o *Major Injury Report*
2. The location and the party/parties involved in the collision, if known.
3. The insurance policy number if the requestor is an insurance company.
4. A release from an involved party if the request is from an attorney.
5. A type of report - traffic.
6. The date and location of the occurrence.
7. A report number, if known (Example 13-0000)
8. The vehicle license number, when applicable.

Mail all traffic report requests to:

University of California Police Department, Riverside
Records Division - Traffic Report Request
3500 Canyon Crest Dr. Riverside, CA 92521