OFFICE OF THE CHIEF OF POLICE

NOTICE
10.4

August 25, 2021

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: LOS ANGELES POLICE DEPARTMENT RECORDS AND IDENTIFICATION DIVISION APPLICATION FOR RELEASE OF CRIME OR TRAFFIC COLLISION REPORT, FORM 08.42.01 – REVISED

The purpose of this Notice is to revise the Los Angeles Police Department Records and Identification Division Application for Release of Crime or Traffic Collision Report, Form 08.42.01.

The revisions to this form include the newly adopted Special Service Fees for Fiscal Year 2021 - 2022 that were approved by the Board of Police Commissioners on May 18, 2021. This form is attached for immediate use and duplication, and is available in E-Forms on the Department's Local Area Network and on the Department's official website, www.lapdonline.org.

Any questions regarding this Notice may be directed to Records and Identification Division, at (213) 486-8170.

MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

LOS ANGELES POLICE DEPARTMENT
RECORDS AND IDENTIFICATION DIVISION
APPLICATION FOR RELEASE OF CRIME OR TRAFFIC COLLISION REPORT

Your Name:

Last: _____ First: _____ Middle: _____

Address: _____ Phone: _____

Date:

Date of Birth:

You are: (Check one)

- ☐ Person involved (victim, driver, passenger)
- ☐ Attorney
- ☐ Insurance company
- ☐ Authorized person (signed authorization required)
- ☐ Parent/guardian of an involved juvenile
- ☐ Property owner
- ☐ Other party of interest (please specify below)

_____

Date and Time of Incident:

DR Number: (LAPD Report No. and/or Incident No.)

Report Requested: (check all that apply)

- ☐ Traffic Collision Report……$16
- ☐ Traffic Collision Photograph.....$5
- ☐ Stolen or Recovered Vehicle.....$24
- ☐ Crime Report (indicate crime)...$24

(Submit a separate check for each item selected above.)

License plates of involved vehicles:

_____

_____

_____

_____

Location of Incident: (Exact street address)

_____

Or Cross Streets:

_____ and _____

Names of Other Involved Parties:

_____ _____

_____ _____

TRAFFIC COLLISION REPORTS: These reports are provided to a party of the collision or his or her representative (attorney, insurance company or parent of a minor child), or any person suffering bodily injury or property damage or loss as a result of the collision, as provided in Section 20012 of the California Vehicle Code. Attorneys should provide a client release form. Parents/guardians of involved minor parties must provide proof of relationship.

CRIME REPORTS: These reports are provided to a victim or victim's representative (attorney, insurance company or parent of a minor child), insurance company against which a claim has been made or any person suffering bodily injury, property damage or loss as a result of a crime. Crime reports are **not** released to arrestees or alleged suspects. Domestic Violence reports are provided at no cost to victims. Attorneys should provide a client release form. Parents/guardians of involved minor parties must provide proof of relationship.

ARREST REPORTS: **Records and Identification Division does not release arrest reports.** If you have a pending trial, contact the City Attorney's Office (misdemeanor) or District Attorney's Office (felony). An Arrest Summary, as identified by the California Government Code, Section 6254(f), may be obtained from the Discovery Section, Legal Affairs Division, Los Angeles Police Department (LAPD), by calling (213) 847-3615.

Please submit this application along with a check or money order in the amount payable to the LAPD. If requesting a Traffic Collision Photo, please include an additional check for $5.00. Submit a separate application and payment for each requested report. Mail the application with your payment to the following address:

Los Angeles Police Department
Records and Identification Division
Document Processing Unit
P.O. Box 30158
Los Angeles, California 90030

Fees effective July 1, 2021
through June 30, 2022

LOS ANGELES POLICE DEPARTMENT
RECORDS AND IDENTIFICATION DIVISION
SOLICITUD PARA OBTENER REPORTE DE CRIMEN O ACCIDENTE DE TRÁFICO

Su Nombre:

Apellido: _____ Nombre(s): _____

Domicilio: _____ No. de Teléfono: _____

Fecha de Hoy:

Fecha de Nacimiento:

Usted es: (Seleccione uno)

- ☐ Persona involucrada (victim, conductor de vehículo, ó pasajero)
- ☐ Abogado
- ☐ Representante de la compañia de seguros
- ☐ Persona authorizada (autorización firmada es requerida)
- ☐ Padre ó guardian del menor de edad
- ☐ Dueño de propiedad
- ☐ Otras personas interesadas (especifique) _____

Fecha y Hora del Incidente:

DR Number: (LAPD Report No. y/o Numero de Incidente)

Tipo de Reporte: (seleccione todas las que correspondan)

- ☐ Reporte de Accidente de Tráfico…..$16
- ☐ Fotografias de Accidente de Tráfico…... $5
- ☐ Robo o Vehículo Recuperado..... $24
- ☐ Reporte de Crimen……...$24

(Indique crimen):

(Incluya un cheque por cada articulo solicitado)

Placas de Vehículos Involucrados:

_____

_____

_____

_____

Lugar del Incidente: (Domicilio exacto)

_____

Ó Cruce de Calles:

_____ Y _____

Nombres de Otras Personas Involucradas:

_____ _____

_____ _____

REPORTE DE ACCIDENTE DE TRÁFICO: Sólo serán proporcionados a personas involucradas en accidentes o su representante (abogado, compañia de seguros o padres de un menor de edad), o cualquier persona que sufra de lesiones corporales o pérdidas/daños a la propiedad como resultado de un accidente. Esto es de acuerdo con la seccion 20012 del codigo de vehiculos de California. Abogados deben proporcionar una autorización de su cliente. Padres/guardianes de menores de edad deben aportar prueba de parentesco.

REPORTES DE CRIMEN: Sólo serán proporcionados a víctimas o su representante (abogado, compañia de seguros o padres de menor edad), o compañia de seguros contra la cual se hizo un reclamo o cualquier persona que sufra lesiones corporales o pérdidas/daños a la propiedad como resultado de un crimen. Reportes de crimen **NO** pueden ser proporcionados a detenidos ni a sospechosos. Reportes de Violencia Doméstica son proporcionados sin costo alguno a las victimas. Abogados deben proporcinar una autorización de su cliente. Los padres/guardianes de menores de edad deben aportar prueba de parentesco.

REPORTES DE ARRESTO: **Records and Identification Division no proporciona reportes de arrestos.** Si usted tiene un juicio pendiente, póngase en contacto con la oficina del City Attorney's (delito menor) o la oficina del District Attorney's (felonia). De acuerdo con el código administrativo de California, de la Sección 6254(f), cierta información de arrestos puede obtenerse de la oficina de LAPD Discovery Section, Legal Affairs Division, Los Angeles Police Department (LAPD), llamando al (213) 847-3615.

Por favor, envíe esta solicitud junto con su cheque o giro postal por la cantidad pagable a LAPD. Si solicita una Fotografia de Accidente de Tráfico, incluya un cheque adicional de $5.00. Por cada reporte solicitado tendrá que enviar una solicitud y un pago. Envíe su solicitud a:

Los Angeles Police Department
Records and Identification Division
Document Processing Unit
P.O. Box 30158
Los Angeles, California 90030

Tarifas vigentes desde el 1ro de julio de 2021 hasta el 30 de junio 2022