



GLENN COUNTY SHERIFF'S OFFICE

Sheriff, Coroner, Civil Process, Office of Emergency Services, Animal Control
"Commitment to Service, Dedication to Community"

JUSTIN GIBBS
Sheriff/Coroner
Director O.E.S.

TRAVIS GOODWIN
Undersheriff
Deputy Director O.E.S.

REQUEST FOR RELEASE OF RECORDS

AMY TRAVIS
Deputy Director O.E.S.

REQUESTOR'S CONTACT INFORMATION:		TYPE OF RECORD (CHECK ONE):	
NAME	DATE OF BIRTH	<input type="checkbox"/> Arrest/Booking Record	Per Page Copy Fee \$0.05
ADDRESS	CITY/STATE/ZIP	<input type="checkbox"/> Crime Report	
PHONE NUMBER		<input type="checkbox"/> Incident Report <input type="checkbox"/> Coroner Report	
DESCRIBE RECORD REQUESTED:		ADDITIONAL INFORMATION:	
CASE NUMBER OR INCIDENT NUMBER (IF KNOWN)			
DATE OF INCIDENT (OR APPROXIMATE)	TIME OF INCIDENT		
LOCATION OF INCIDENT (ADDRESS/STREET AND CITY)			
NAME(S) OF INVOLVED IN THE INCIDENT		REQUESTING PERSON'S INVOLVEMENT:	
		<input type="checkbox"/> Victim in Case	<input type="checkbox"/> Parent or Guardian of Involved Juvenile
		<input type="checkbox"/> Involved Party	<input type="checkbox"/> Insurance Company Representative
		<input type="checkbox"/> Next of Kin	<input type="checkbox"/> N/A - Public Record Request
DEPARTMENT USE ONLY			
PAYMENT INFORMATION:		OFFICE USE:	
AMOUNT RECEIVED \$ _____ RECEIPT # _____		Emp Initial _____ Date Received: _____	
<input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT / DEBIT CARD NOTE: Fees are waived for Victims of Domestic Violence/Next of Kin for Coroner's Reports			
RECORD RELEASE DISPOSITION: Section 7923.600-625 of the Cal. Gov't Code governs disclosure of records of complaints and investigations conducted by the Sheriff's Department. These records will not be disclosed if disclosure would endanger the safety of a witness or other person involved in the investigation or if it would endanger the successful completion of the investigation or related investigations. In addition, if records are disclosed, information contained within these records may be protected by state and federal laws and will not be released. A delay in processing your request may occur if; incomplete or illegible; and/or if juveniles are involved.			
<u>RECORD RELEASE APPROVED</u>		<u>RECORD RELEASE DENIED OR PROHIBITED BY LAW</u>	
Emp #: _____	Initial: _____	Date Ready: _____	Emp ID#: _____
			Initial: _____
			Date: _____

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Administration (530) 934-6441 • Fax (530) 934-6473
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Jail (530) 934-6428 • Fax (530) 934-6427