



# The Redding Police Department Records Division Request for Police Records Check

*A request for a local records check will only be performed at the request of the subject of the check.*

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_  
Home Work

I request that the Redding Police Department check their internal records for any criminal or motor vehicle arrests by the Redding Police Department which pertain to **me**. I hold the Town of Redding and the Redding Police Department harmless for the release of this information.

\_\_\_\_\_  
Signature Date

**Person authorized to pick-up requested records:**

\_\_\_\_\_  
Name Date of Birth Relationship

**Records use ONLY**

In-House Record:

**Fee:**  
 Records Check: \$10  
 Good Conduct Letter: \$20

No Record  
 Yes (History) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fee Collected      Cash \_\_\_\_\_      Check \_\_\_\_\_      Credit \_\_\_\_\_

\_\_\_\_\_  
Signature of Records Personnel Date

***Always verify ID before releasing information***

