

# LAKEPORT POLICE DEPARTMENT REQUEST FOR POLICE REPORT

2025 SOUTH MAIN STREET  
LAKEPORT, CA 95453

TELEPHONE 707 263-5491  
FAX 707 263-3846

## CALIFORNIA PUBLIC RECORDS ACT REQUEST

Public records are available through the Lakeport Police Department in accordance with Government Code Section 6250 et.seq. Requests will be processed when received and every effort to respond within 10 days will be made. Please let us know if you need assistance with your Public Records Act Request.

TODAY'S DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

YOUR CONTACT NUMBER(S): \_\_\_\_\_

YOUR MAILING ADDRESS OR EMAIL: \_\_\_\_\_

PLEASE SPECIFY WHAT RECORD(S) YOU ARE REQUESTING:

Please be as precise as possible. If your request produces a large number of documents, or documents from many different locations, it may delay our ability to locate and collect them. Staff may assist with narrowing the scope down to meet a specific need.

I agree to pay for all applicable fees and charges for records I have requested. (10 cents per printed page)

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Records Use Only

Request Received by (Name and I.D. Number): \_\_\_\_\_

Notes: \_\_\_\_\_