

Don't wait in line. Order your report online!

Simply go to the city website at www.sanantonio.gov, scroll to the bottom of the website and select "Open Records," then select the "Submit a Request" icon and follow the steps to "Create an Account." If you do not have access to a computer, please feel free to submit this form as your request.

What you should know

Name Searches:

Requesting records based upon a person's name may constitute a criminal history background check. SAPD Form 3155 is required to provide notarized consent from the person with the criminal history for all criminal history background checks.

Reports Prior to 2005:

Requests for police reports may be conducted dating back to 2005 based on the report number. Any police report prior to 2005 requires the exact date and address of the occurrence.

Traffic Accident Reports:

Texas Transportation Code Sec. 550.065(c)(4) restricts the release of un-redacted crash reports to persons directly concerned in the accident or having a proper interest therein. A crash report with redactions made (**the public portion**) under Sec. 550.065(f)(2) may be released to any person. A person requesting a crash report must submit a SAPD Crash Report Request Form SAPD Form **CRB-3 REQ (07-21-15)**.

Confidential Information:

To ensure that privacy concerns are protected and legal standards are met, the City may object to the following types of report data being made available to the public. Among the exclusions are:

1. Sexually oriented reports
2. Reports involving juveniles / children / minors
3. Reports with suspects and witness information (information on people not arrested)
4. Attempted Suicide reports
5. Reports regarding the mentally ill
6. Information regarding active criminal investigations

Voluminous requests may be subject to labor fees (\$15.00 per hour plus overhead). You will be notified of any fees, which must be paid prior to release of any records.

The San Antonio Police Department Records Office will make every effort to get the information that you request to you immediately. The time taken to process your request will vary depending on the volume of requests received by the Records Office. The San Antonio Police Department reserves the right to seek a ruling from the Texas Office of the Attorney General regarding the release of any records. If such a ruling is sought, the Records Office will notify you of that fact within ten (10) business days, excluding weekends and city closures.

For police reports related to a pending criminal prosecution, the City can object to release of the report. However, except for cases involving a minor, the public portion of the report may be released. The public portion of a report includes:

- a. The basic information of the arrested person(s)
- b. The basic information of the victim/complainant/reporting person
- c. The basic narrative

The public portion of a report (in most cases) **does not** include:

- a. The date of birth, phone number, and personal information of an arrested person.
- b. Any details of a suspected person(s) (a person that was not arrested).
- c. Any other details of the victim/complainant/reporting person other than their name, age, and description.
- d. Any details of any witnesses.

By signing my name below, I certify that I have read and understand the above information. At this time, I am requesting the: (public / non-public) portion of the report. (Check or mark a box)

Signature

Please fill out the below listed information, print clearly, and include as much information as possible to ensure this request is processed efficiently:

1. Date of Request: _____
2. Name of the Requestor: _____
3. Send the information to me by: Email / US Mail / I Will Pick Up (**Circle One**)
4. Requestor's Email Address: _____
5. Requestor's Address: _____
City: _____ State: _____ Zip Code: _____
6. Requestor's Phone: _____
7. Requestor's Company Name (If Applicable): _____
8. I Want: an Offense Report / a Traffic Accident Report (**Circle All that Apply**)
9. **SAPD Case Number:** _____
(This is usually provided by an SAPD Officer on a business card on the day of incident. Providing this information will greatly expedite your request).
10. Date of the Incident: _____
(This is mandatory for any records prior to the year 2005).
11. Approximate Time of the Incident: _____:_____ am/pm (**Circle one**)
12. Name and Date of Birth of Complainant, Victim or Drivers Involved: _____

13. The Address, Block or Intersection of Where the Police were Dispatched to: _____

14. The Phone Number Used to Dial 911 (If Applicable): _____
15. If the information you want is not listed as an option, please give a detailed description of the information that you seek: _____

OFFICE USE ONLY - Documents provided/verified at time of request

Received/verified by: _____

Birth certificate/court order: Parent _____ Juvenile _____

Driver's License Other _____