



**Joel Justice**  
Chief of Police

71 Day Road • Ventura, CA 93003  
Ph: (805) 652-7752 | Fx: (805) 289-6029

# REQUEST FOR RECORDS

To request records from the Ventura County Community College District Police Department, please **complete Sections 1 and 2**. After completing both sections, return the completed form to the campus police station or the Chief of Police via mail or fax. Per the Public Records Act, you can expect to receive a response to your request within ten (10) days.

<b>1</b>	FULL NAME	CAMPUS		
	ADDRESS	CITY	STATE	ZIP CODE
	DRIVER'S LICENSE / I.D. NO.	PRIMARY PHONE NO.	WORK PHONE NO.	EMAIL ADDRESS
<b>2</b>	REPORT NUMBER(S)	Specify on the lines below <b>EXACTLY</b> which record(s) you are requesting, including the report number(s) <b>and</b> the reason for the request.		

<b>STOP! SECTIONS 3 &amp; 4 TO BE COMPLETED BY THE DEPARTMENT ONLY. DO NOT SIGN SECTION 5 UNTIL INSTRUCTED TO DO SO.</b>		
<b>3</b>	DATE REQUEST RECEIVED	OFFICER / CADET RECEIVING REQUEST
	REQUESTOR I.D. EXPIRATION DATE	
<b>4</b>	DATE RECEIVED AT CHIEF'S OFFICE	REQUEST PROCESSED BY
	METHOD OF FULFILLMENT	METHOD OF DELIVERY

<b>5</b>	My signature below indicates receipt of the requested document(s). I understand that I must show my identification in order to receive the requested document(s).	
	SIGNATURE	PRINTED NAME
	DATE	DRIVER'S LICENSE / I.D. & EXPIRY DATE

Moorpark College  
7075 Campus Road  
Moorpark, CA 93021  
Ph: (805) 378-1455  
Fx: (805) 523-8499

Oxnard College  
4000 South Rose Avenue  
Oxnard, CA 93033  
Ph: (805) 678-5805  
Fx: (805) 488-6781

Ventura College  
4667 Telegraph Road  
Ventura, CA 93003  
Ph: (805) 289-6486  
Fx: (805) 654-6386