



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
**POLICE DEPARTMENT**

**REQUEST FOR RECORDS**

To request records from the Ventura County Community College District Police Department, please **complete Sections 1 and 2 only**. After completing both sections, return the completed form to the college police station or the Police Services office via mail or fax. Per the California 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 <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>DO NOT SIGN BELOW UNTIL INSTRUCTED</b>	
<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
<b>x</b>	
DATE	DRIVER'S LICENSE / I.D. & EXPIRY DATE

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

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

**Ventura College Station**  
71 Day Road  
Ventura, CA 93003  
Ph: (805) 289-6486  
Fx: (805) 652-7700