

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

850 Bryant Street, San Francisco, CA 94103
Phone: 415-551-0651 Website: <https://sfsuperiorcourt.org>



CRIMINAL RECORDS REQUEST FORM

1. CONTACT INFORMATION

Name: _____ Agency (if applicable): _____

Mailing Address: _____

Email: _____ Phone Number: _____

2. REQUEST INFORMATION Criminal - DOB: _____ Traffic - Driver's License #: _____

Defendant's Name: _____ Alias: _____

Case Number: _____ Citation Number: _____

Search Warrant Number: _____ Date of Arrest: _____

Additional Info: _____

3. DOCUMENT REQUESTED Certified Plain Copy

Complaint Disposition

Commitment/Abstract of Judgment INS/USCIS

Other: _____

Audio Recording - Date: _____ Dept: _____ Court Minutes - Date: _____ Dept: _____

4. DELIVERY Call when available View Only *warehouse retrieval fee may apply Mail *must provide self-addressed stamped envelope

COURT USE ONLY

- Search \$15
- Certification \$25
- Copy Fee: \$0.50 x _____ pages = \$ _____
- Audio Recording \$25 x _____ cases = \$ _____
- Standard Warehouse Retrieval \$6
- Next Day Warehouse Retrieval \$38 *must place order by 1PM
- 2 Hour Rush Retrieval \$56 *must place order by 9AM

Grand Total \$ _____

Prepaid Amount \$ _____

BALANCE DUE \$ _____

Received By: _____

Completed By: _____

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CRIMINAL RECORDS REQUEST FORM

Criminal Requests	Traffic Requests
San Francisco Superior Court 850 Bryant Street, Room 101 ATTN: Records Clerk San Francisco, CA 94103 Phone: 415-551-0651 Hours: Monday – Friday, 8:30 AM – 4:00 PM In Person Payment Accepted: Cash, Check, Credit Card In Person Deposits: Cash, Check (\$50 per case) Mailed Payment Accepted: Check *Mailed request must also include self-addressed stamped envelope	San Francisco Superior Court 850 Bryant Street, Room 145 ATTN: Traffic Department San Francisco, CA 94103 Phone: 415-551-8550 Hours: Monday – Friday, 8:30 AM – 4:00 PM In Person Payment Accepted: Cash, Check, Credit Card Mailed Payment Accepted: Check *Mailed request must also include self-addressed stamped envelope

CHECK INSTRUCTIONS

- Make payable to “San Francisco Superior Court”
- Include “NOT TO EXCEED \$50” in memo line
- If request exceeds \$50, staff will contact requestor for additional payment.

OTHER IMPORTANT INFORMATION

- **Incomplete requests will not be processed.**
- Payment in full is due when requestor picks up records..
- If you do not have a case number, you must obtain a RAP sheet before submitting your Criminal records request.
RAP sheets can be obtained through the San Francisco Police Department, Identification Bureau, Hall of Justice, Room 475.
- If you need a Court Reporter Transcript, please call (415)551-3778 or email transcriptrequests@sftc.org.
You must include the date of the proceedings, the Department and the Court Reporter's name in your request.

GOVERNMENT AGENCIES

- Requests may be submitted via Fax (415)551-8085.
- Postage will be added for the return of copies or for the court’s written response to the request
- Once the request is complete, submit *Balance Due* to Superior Court Fiscal Office at
400 McAllister Street, Room 205, San Francisco, CA 94102