

# 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

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

Grand Total \$ \_\_\_\_\_

Prepaid Amount \$ \_\_\_\_\_

**BALANCE DUE \$ \_\_\_\_\_**

Received By: \_\_\_\_\_

Completed By: \_\_\_\_\_

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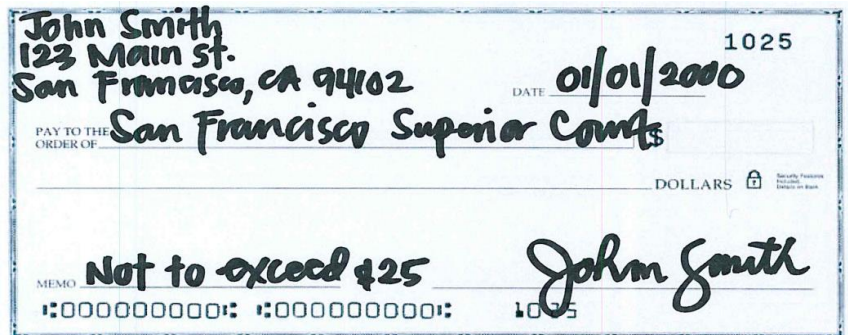


## CRIMINAL RECORDS REQUEST FORM

Criminal Requests	Traffic Requests
<p>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 (\$25 per case) Mailed Payment Accepted: Check *Mailed request must also include self-addressed stamped envelope</p>	<p>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</p>

### CHECK INSTRUCTIONS

- Make payable to “San Francisco Superior Court”
- Include “NOT TO EXCEED \$25” in memo line
- If request exceeds \$25, 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](mailto: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