

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:

Transportation Code sec. 550.065 requires that for the release of information about traffic accidents, the requestor must provide two or more of the following:

1. the date of the accident; (list in item #10)
2. the name of any person involved in the accident, and (list in item #12)
3. the specific address or the highway or street where the accident occurred (list in item #13).

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. Emergency Detention reports
6. Information regarding active criminal investigations

Large volume requests may be subject to labor fees (\$18.00 per hour). 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 will vary depending on the volume of requests received by the Records Office. If the request cannot be met within ten (10) business days (excluding weekends and holidays), the Records Office will notify you with a reasonable date of expectancy.

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: _____

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 must 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 **does not** include:

- d. Any other details of the arrested person(s) other than their name.
- e. Any details of a suspected person(s) (a person that was not arrested).
- f. Any other details of the victim/complainant/reporting person other than their name.
- g. Any details of any witnesses.

Do you agree to only receive the public portion of the report: Yes / No (Circle One)