



SUPERIOR COURT OF CALIFORNIA
 COUNTY OF SACRAMENTO
 720 9th Street, Room 101
 Sacramento, CA 95814
 Attention: Criminal Records

Local Criminal Record Search Request/Response Form

If you do not have a case number and would like to request a local criminal record search for Sacramento County, complete and submit this form along with the appropriate fee(s). There is a \$15.00 fee for each name searched on the criminal index pursuant to Government Code 70627(c). Certified copy is \$40.00 for each name searched, plus \$ 0.50 per page.

All requests will be processed in the order received. All responses will be mailed to the mailing address indicated below. The Court will only provide local criminal records information on the precise data provided by you, such as specific name, date of birth, middle initial, etc. The information provided is for Sacramento County arrests only. We do not provide arrest information for other California counties, the Federal Courts, or other states.

Local automated information can only be provided from 1989 to the present. Case information is not available on purged/destroyed records. Additional research for manual records will require you or your firm to use the public microfiche located in the Records Unit.

If the appropriate fee(s) is/are not attached or the request form is incomplete, the request will be returned to the mailing address listed below.

Name of Requestor:	Mailing Address:
Name to be Searched (requires exact spelling)*	Date of Birth:*
Social Security No.(last 4 digits)	Other Identifiers: Driver's License No. etc. *

Complete the form and attach your check payable to the Sacramento Superior Court in the amount of \$15.00. **DO NOT SEND CASH.** Mail the completed form with a check/money order to the:

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*Required

Local Criminal Records Search Response

Date:

- This is the case number(s) _____ for an individual based on the exact criteria submitted. Positive identification cannot be made as the Court is unable to perform fingerprint comparisons.
- We have searched our local automated system and are unable to locate criminal record information on an individual that meets the criteria that you have submitted.
- Other:

If you would like copies of the file, please visit the Court's website at: www.saccourt.ca.gov "Criminal" for information on how to submit a request for copies and fee information.