VENTURA COUNTY SHERIFF’S OFFICE  
REQUEST FOR RECORDING REPRODUCTION  
(Applies to Sheriff’s Radio, Telephone Communications, and Computer Aided Dispatch Records Only)  
Fax Number: (805) 654-9518

Mandatory Information:
Sheriff’s Report No. ___________________ Date/Time of Incident ___________________
Location of Incident (Addresses and/or Cross Streets)
____________________________________________________________________________
Geographical Area/City _____________________________________________________
Purpose of Request ____________________________________________________________
Reproduction of ☐ Radio ☐ Telephone Call ☐ Computer Aided Dispatch Records
Date/Time (inclusive) of recording _____________________________________________
Defendant Name(s) ___________________________________________________________
Deputy(ies) by Car/Beat Assignment(s) __________________________________________
____________________________________________________________________________
Additional Information __________________________________________________________

Person Requesting ___________________________ "PRINT NAME" ________________________
"SIGNATURE"
BUSINESS OR FIRM PHONE NUMBER DATE OF REQUEST

NOTE: All requests for recording reproductions will require a MINIMUM of two (2) working days and may take up to ten (10) working days.

PAYMENT: An appropriate fee may be charged for this service. At the time you submit your request for a recording reproduction, you will be given an estimated cost for the service. The actual cost to complete your request will be based on the time required. Payment by cash or check payable to “Ventura County Sheriff’s Office” must be received prior to releasing the reproduction(s).

FOR OFFICIAL USE ONLY
Date/Time Request Rec’d ___________________ Rec’d By ________________________________
EMPLOYEE’S NAME / I.D. NUMBER
Date Reproduction Completed ___________________ By ________________________________
EMPLOYEE’S NAME / I.D. NUMBER
Manner of Release: ☐ To Be Picked Up (if checked fill in blank below) ☐ Brown Mail ☐ U.S. Mail
Released To _______________________________________________________
Amount Paid ________________ ☐ Cash ☐ Check #__________

____________________________________________________________________________
____________________________________________________________________________

Revised 03/18/16