PASADENA POLICE DEPARTMENT

PHOTOGRAPH REQUEST FORM

INSTRUCTIONS

- 1) Fill out each line on this form (as needed) as completely and accurately as possible.
- **2)** E-mail or mail completed form to:

Pasadena Police Department
Forensics
207 N. Garfield Ave
Pasadena, CA 91101
PD PhotoRequest@cityofpasadena.net

- 3) Photo requests will be processed and available within three (3) weeks.
- 4) The requestor will be contacted upon completion of the request.
- 5) Completed orders will be delivered to the "will call" bin in the Police Department Records section.

INCIDENT INFORMATION

Case#	Date of Incident
Location	Misc. Information
REQUESTING PARTY	
Name	Phone
Address	
QUANTITY DESIRED	
CD (\$33.00)	

Usual turnaround time is three (3) full weeks beginning with the day the order is received.

Large of special orders also require additional time.

PHOTO LAB USE ONLY					
Date Received		Date Completed	Comments:		
RECORDS USE ONLY					
Date Request Received					
Received by:					
Paid:	Cash	Check			
How Received:	Mail	In Person:			