

Santa Barbara Police Department Public Records Act Request Instructions

Complete a Public Records Request Form for each request. Download the form by clicking here: [Public Records Request Form](#)

Written requests are encouraged, but are not required. You may submit a request:

- In person at the Santa Barbara Police Department, 215 E. Figueroa St. Monday-Friday between the hours of 8:00 AM and 5:00 PM (except holidays)
- Via U.S. Mail, PO Box 539, Santa Barbara CA 93102
- Via fax (805) 897-2434
- Via telephone to Santa Barbara Police Department Records (805) 897-2355

In order to facilitate your request, please check all appropriate boxes and enter all known information in Parts 1 and 2.

Records staff at the Police Department will make every reasonable effort to assist you.

Every effort will be made to respond to your public records requests within 10 days.