

**PEACE OFFICER REQUEST FOR
PERSONAL RECORDS**

POST 2-366 (01/2024)

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INSTRUCTIONS

Part A

- Boxes 1-7 must be completed.
- Box 2 may be either the requesting peace officer's POST ID OR Social Security Number. It is preferred that the requestor use their POST ID number.

Part B

- In Box 8, the requesting peace officer, must select which records they are requesting. More than one type of record may be selected.
- Boxes 11-17 must be completed.
- The address provided in Box 17 will become the requesting peace officer's official address of record (AOR) if different from the AOR that is currently on file with POST or the requesting peace officer's last employing agency.

Part C

- This form must be accompanied by a photocopy of the front and back of the requesting peace officer's government issued identification. The requesting peace officer may provide a copy of:
 - Driver's License;
 - Government Issued Identification Card;
 - Local Government Employee Identification Card;
 - State Government Employee Identification Card; or
 - Federal Government Employee Identification Card

Part D

- This form must be notarized by a licensed notary public.

Form Submission

- To submit your completed, signed, and notarized request: Go to GovQA at https://postca.govqa.us/WEBAPP/_rs/ to submit a "Peace Officer Request for Personal Records." Include a copy of the notarized form and a copy of the front and back of your driver's license or other form of government issued identification. The notarization and copy of government issued identification is used for the protection of the requesting peace officer to ensure this information is not released to someone not authorized to possess it.