

**NAPA SUPERIOR COURT
CRIMINAL RECORD AND FILES SEARCH REQUEST
GC 70627(c) records or files**

The fee for a search of records or files conducted by a court employee that requires more than **10 minutes** is fifteen dollars (**\$15**) for each search.

- All requests received in the mail must be accompanied by a Visa or MasterCard
- All requests must include a self-addressed-stamped envelope.
- All copies are **\$.50** per page, pursuant to GC 70627(a)
- All certified copies are **\$25.00** pursuant to Section GC 70626(a)(4)

Please provide as much information as you have in order to assist us with your search

Name _____ Date of Birth _____
 (Enter name of person to be researched)
 Driver's License Number _____

Case Number(s) _____

Violation(s) _____

Date of Violation(s) _____

Information you are requesting

Copies - Please specify which document(s) you are requesting

- Certified Copies
- Sentencing Information
- Copies for the Department of Immigration
- Other _____

I hereby authorize Napa Superior Court to charge my Visa or MasterCard

Card # _____ - _____ - _____ Expiration Date _____ CVV Code _____

Cardholder's Name (as it appears on card) _____

Cardholder's Address (billing address) _____

Mailing Address (if different than billing address) _____

Signature (Authorization for payment) _____

Please provide your **contact information** and **delivery type** of the researched material.

Name: _____ Telephone Number: _____

Mailing address _____

Deliver researched material to me by way of:

- I will pick up the material
- Please mail material to my mailing address

Files pulled for viewing will be held at the Criminal Division for **10 days** from notification. After 10 days, the files will be returned to archive and a new search will be required.