

Southern District of California

Welcome to the Collateral Resource Directory

Thank you for using the Southern District of California's collateral resource directory. This document has been created to assist you in obtaining information directly from sources in the district on defendants/offenders who have criminal background history in the district.

The Southern District of California covers the two southern most counties of the state: San Diego County and Imperial County.

Instructions for Use

The following pages list all our district offices with addresses, phone and fax numbers, and the counties or areas served by that particular office. The counties have a breakdown of the resource listings by courts, police departments, and other agencies.

Collateral Coordinators:

If you are unable to ascertain the court of jurisdiction, cannot find a listing of the court you need to reach, need other specific information, or if you are requesting some other type of direct assistance, please contact a coordinator as noted below:

- e-mail requests to duty-casp-sandiego@casp.uscourts.gov
- (619) 557-5510

State-wide records check:

California's automated criminal history database (CLETS) should be accessible to you through the National Law Enforcement Telecommunications System (NLETS). If you are unable to access CLETS, this service is available upon request.

Helpful web sites:

- <http://leginfo.legislature.ca.gov/> California Law (all California Codes)
- <http://lp.findlaw.com/> (National Law)

California Department of Corrections and Rehabilitation:

If there is a need to determine a release and parole discharge date (called “in and out dates”) for any offender who was committed to state prison, the contact number for the California Department of Corrections and Rehabilitation (CDR) in Sacramento is: (916) 358-1521.

Immigration and Customs Enforcement (formerly USINS):

There is no need to request records if the “Disposition” on the FBI rap sheets read the following:

Disposition: Voluntarily Returned to Mexico
 Deported to Mexico
 Prosecution Declined
 Expedited Removal

There is no further information available on these entries. You should request the subject’s arrest history through your local Immigration office.

United States Border Patrol Stations

Boulevard	(619) 766-3000
Brown Field	(619) 671-1800
Calexico	(760) 768-7000
Campo	(619) 938-8700
Chula Vista	(619) 498-9700
El Cajon	(619) 596-6000
El Centro	(760) 337-7100
Imperial Beach	(619) 628-2900
Murrieta	(951) 816-3000
Otay Mesa	(619) 690-7696
San Clemente	(760) 430-7029
San Diego	(619) 216-4000
San Ysidro	(619) 690-8900

Obtaining Birth, Death and Marriage Certificates (San Diego County)

There are two options for obtaining birth certificates from the County of San Diego:

1. Call (619) 237-0502. You will be directed through the voice mail system on where and how to obtain the information.
2. Go to the County Administration web site (<https://arcc.sdcounty.ca.gov/pages/birthdeath-certificates.aspx>) and download the request forms. You will be instructed to fill out and sign the form and then get it notarized. Send the completed form to San Diego County Administration with the appropriate processing fee.

Obtaining Divorce Certificates (San Diego County)

Please see the information on this link

http://www.sdcourt.ca.gov/portal/page?_pageid=55,1524322&_dad=portal&_schema=PORTAL&a=7#7

For additional information, Family Court can be reached at (619) 844-2888.

Obtaining Birth, Death, Marriage and Divorce Certificates (Imperial County)

Call the Clerk Recorder's Office at (442) 265-1076

Website <https://recorder.imperialcounty.org/>

Federal Bureau of Investigation (FBI) - Special Processing Unit

In the event the defendant has two FBI numbers. The Special Processing Unit can compare the fingerprints and advise if they are the same individual.

Fax: (304) 625-5587 Phone: (304) 625-5584 (include both FBI numbers, a return fax number, your name, and telephone number)

California Identification and Information (CII) - Fingerprinting Special Processing

In the event the defendant has two CII numbers. The Fingerprint Special Processing Unit can compare the fingerprints and advise if they are the same individual. <https://oag.ca.gov/fingerprints/contactus>

Fax: (916) 456-9054 (include both CII numbers, a return fax number, your name and telephone number)

District Offices

Offices	Address	Areas Served
<p>San Diego (Supervision)</p>	<p>101 W. Broadway, Suite 700 San Diego, California 92101</p> <p>Telephone:(619)557-5510 Fax: (619)557-6138</p>	<p>San Diego County (City of San Diego and North County)</p>
<p>San Diego (Investigations)</p>	<p>Schwartz Court House 221 W. Broadway, Suite 1100 San Diego, California 92101</p> <p>Telephone: (619) 557-6650 Fax: (619)557-6138</p>	<p>San Diego and Imperial Counties</p>
<p>Chula Vista (Supervision)</p>	<p>303 H Street, Suite 500 Chula Vista, California 91910</p> <p>Telephone:(619)409-5100 Fax: (619) 422-4669</p>	<p>San Diego County (South Bay and East County)</p>
<p>El Centro (Supervision)</p>	<p>2003 West Adams Avenue, Suite 110 El Centro, California 92243</p> <p>Telephone:(760) 339-4220 Fax: (760)339-4210</p>	<p>Imperial County</p>

San Diego County Sheriff's and Local Police Departments

Agency	Phone	Fax	Special Instructions
San Diego Sheriff's Department Attn.: Crime Reports (arrest reports) P.O. Box 939063 San Diego, CA 92193-9063 http://www.sdsheriff.net	(858) 974-2110 Records M-F 8a.m. to 5 p.m.	(858) 974-2122 Attn: Records	Record Retention: 10 years Allow 3 days for processing
San Diego Sheriff's Department Attn.: Booking Records http://www.sdsheriff.net	(858) 974-2110	(858) 974-2123 Attn: Records	Criminal History Reports/ booking Record Retention: 10 years Allow 3 days for processing
Carlsbad Police Department Attn.: Records 2560 Orion Way Carlsbad, CA 92008 http://www.carlsbadca.gov/police	(760) 931-2119	(760) 929-0243 Attn: Records	Record Retention 10 years
Chula Vista Police Department Attn.: Records 315 Fourth Avenue, MS P-200 Chula Vista, CA 91910-3801 http://www.chulavistapd.org/	(619) 691-5132	(619) 585-5745 Attn: Records	Record Retention 7 years
Coronado Police Department Attn.: Criminal Records 700 Orange Ave Coronado, CA 92118 https://www.coronado.ca.us/government/departments_divisions/police_services	(619) 522-7350	(619) 435-1329 Attn: Records	Record Retention 3 years - Misd. 7 years - Felony Note: there are exceptions on retention of records

<p>El Cajon Police Department Attn.: Records</p> <p>100 Civic Center Way El Cajon, CA 92020</p> <p>http://www.elcajonpolice.org/</p>	<p>(619) 579-3311</p>	<p>(619) 444-8312</p> <p>Attn: Records</p>	<p>Record retention 7 years</p> <p>All violent crimes are kept indefinitely</p>
<p>Escondido Police Department Attn.: Records</p> <p>1163 N. Centre City Parkway Escondido, CA 92026</p> <p>http://www.ci.escondido.ca.us/police/</p>	<p>(760) 839-4721</p>	<p>(760) 745-3432</p> <p>Attn: Records</p>	<p>*Records Closed every other Friday</p> <p>Record Retention 7 years</p>

Agency	Phone	Fax	Special Instructions
Harbor & Airport Police Department Attn.: Records 3380 North Harbor Drive San Diego, CA 92101 https://www.portofsandiego.org/public-safety/harbor-police	(619) 686-6596	(619) 686-6522 Attn: Records	Record retention ranges from 1970's to present
La Mesa Police Department Attn: Records 8085 University Ave La Mesa, CA 91944 https://www.cityoflamesa.us/1611/Police-Department	(619) 667-1400	(619) 667-1419 Attn: Records	Record Retention 7 years
National City Police Department Attn.: Records 1200 National City Boulevard National City, CA 91950-4302 https://www.nationalcityca.gov/government/police	(619) 336-4400	(619) 336-4454 Attn: Records	Records Dept. Mon. - Thurs. from 7am – 5pm Record Retention 7 years - Felony 3 years - Misd./ Traffic
Oceanside Police Department Attn.: Records 3855 Mission Avenue Oceanside, CA 92054-1882 http://www.oceansidepolice.com/	(760) 435-4944	(760) 435-4938 Attn: Records	Record Retention 10 years records from 1996 to present have been scanned and are kept on file
San Diego Police Department Criminal Records Section Attn.: Records 1401 Broadway San Diego, CA 92101-5729 https://www.sandiego.gov/police/services/faqs/information	(619) 531-2845	(619) 531-2530 Attn: Records	Record Retention 5 years - arrests 4 years - crime Indef - Homicide & Sex Reports occurring on or after 5/24/04-Present-Automated Ret: Indef

<p>San Diego State University Police Department Attn: Records</p> <p>5350 55th Street San Diego, CA 92182</p> <p>https://police.sdsu.edu/</p>	(619) 594-1986	(619) 594-8208 Attn: Records	7 years retention or less depending on arrest
<p>Vista Sheriff's Department Attn: Records</p> <p>325 S. Melrose Dr #210 Vista, CA 92081</p> <p>https://www.cityofvista.com/residents/law-enforcement</p>	(760) 940-4551	(760) 630-9366	Record Retention 7 year

California Highway Patrol

<https://www.chp.ca.gov/find-an-office> CHP web site

Agency	Phone	Fax	Special Instructions
California Highway Patrol (El Cajon) Attn.: RecordsPersonnel 1722 East Main Street El Cajon, CA 92021	(619) 401-2000	(619) 401-2002	Record Retention 3 years
California Highway Patrol (Oceanside) Attn.: Records Personnel 435 La Tortuga Vista, CA 92081	(760) 643-3400	(760) 757-0907	Record Retention 3 years
California Highway Patrol (San Diego) Attn.: RecordsPersonnel 5902 Kearny Villa Rd. San Diego, CA 92110	(858) 293-6000		Record Retention 3 years
California Highway Patrol (Temecula) Attn.: Records Personnel 27685 Commerce CenterDrive Temecula, CA 92590	(951) 506-2000	(951) 506-2002	Record Retention 3 years
California Highway Patrol (El Centro) Attn: Records Personnel 2331 Highway 86 Imperial, CA 92251	(760) 312-1800	(760) 352-0937	Record Retention 3 years

San Diego County Courts

Agency	Phone	Fax	Special Instructions
Felony and Misdemeanor San Diego Superior Court of California (Central Division) Attn.: Criminal Records Personnel 1100 Union Street, Room 1460 San Diego, CA 92101-3409 http://www.sdcourt.ca.gov/portal/page?_pageid=55,1056982&_dad=portal&_schema=PORTAL	(619) 844-2761	(619) 450-5369	Record Retention Felony Indefinite Misd. 5 yrs / Veh Code 10 yrs / Infraction 1 year Call if you require more information with regard to your request prior to faxing
San Diego County Traffic Court (Central Division) Attn.: Records Personnel 8950 Clairemont Mesa Blvd San Diego, CA 92123	(858) 634-1800	(858) 634-1818	Record Retention Misd. 5 yrs / Veh Code 10 yrs / Infraction 1 year
San Diego Superior Court of California (East County Division) Attn.: Criminal Records Personnel 250 E. Main Street El Cajon, CA 92020	(619) 456-4041	(619) 456-4083	Record Retention Misd. 5 yrs / Veh Code 10 yrs / Infraction 1 year Call if you require more information with regard to your request prior to faxing
Felony San Diego Superior Court of California (North County Division) Criminal Records - General Jurisdiction Attn.: Criminal Records Personnel, Certified Copies Desk 325 S. Melrose Drive Vista, CA 92081	(760) 201-8600 Certified Copies Desk	(760) 201-8118	Record Retention Misd. 5 yrs / Veh Code 10 yrs / Infraction 1 year Call if you require more information with regard to your request prior to faxing

Agency	Phone	Fax	Special Instructions
<p>San Diego County Traffic Court (North County Division)</p> <p>Traffic Records Attn.: Rita Meza 325 S. Melrose Drive, Suite 350 Vista, CA 92081</p>	(760) 201-8500	(760) 201-8118	<p>Record Retention Misd. 5 yrs / Veh Code 10 yrs / Infraction 1 year</p> <p>Call if you require more information regarding your request</p>
<p>San Diego Superior Court of California (South Bay Division)</p> <p>Criminal Records Attn.: Criminal Records - Copy Desk</p> <p>500 3rd Avenue Chula Vista, CA 91910-5694</p>	(619) 746-6200	(619) 746-6262	<p>Record Retention Felony - Indefinite Misdemeanor - 5 years</p> <p>Infractions - 1 year</p> <p>Veh Code - 10 years</p> <p>Call if you require more information regarding your request prior to faxing</p>

Imperial County Sheriff's and Local Police Departments

Agency	Phone	Fax	Special Instructions
Imperial County Sheriff's Office Attention: Records Department 328 Applestill Road El Centro, CA 92243 https://icso.imperialcounty.org/	(442) 265-2125	(442) 265-2073 Email: recordsdivision@icso.org	Records Retention goes back to 1995
Brawley Police Department Attn.: Records Department 351 Main Street Brawley, CA 92227 http://www.brawley-ca.gov/section/Police-Department	(760) 344-2111	(760) 351-1719	Record Retention 5 year Sex Crimes/Murder - Indefinite
Calexico Police Department Attn.: Records Department 420 East 5th Street Calexico, CA 92231 https://www.calexico.ca.gov/index.asp?SEC=029A22CB-1659-4003-84BC-20534F81C51A	(760) 768-2140	(760) 357-1241	Record Retention 3 yrs Rape - 5 to 10 yrs depending Sex Crimes/Murder - Indefinite
Calipatria Police Department Attn.: Records Department 140 West Main Street Calipatria, CA 92233 http://www.calipatria.com/the-city/departments/public-safety/	(760) 348-2211	(760) 348-5323	Record Retention 8 yrs Sex Crimes/Murder - Indefinite

<p>El Centro Police Department</p> <p>Attn.: Records Department 150 N. 11th Street El Centro, CA 92243</p> <p>http://www.cityofelcentro.org/police/</p>	(760) 352-2111	(760) 353-7301	<p>Record Retention 15 yrs Sex Crimes/Murder - Indefinite</p>
<p>Imperial Police Department</p> <p>Attn.: Records Department 424 South Imperial Avenue Imperial, CA 92251</p> <p>https://www.cityofimperial.org/police</p>	(760) 355-4327	(760) 355-7960	<p>Record Retention 10 yrs - Felonies 7 yrs - Misdemeanors Sex Crimes/Murder - Indefinite</p>
<p>Westmorland Police Department</p> <p>Attn.: Records Department 355 S. Center Street Westmorland, CA 92281</p> <p>https://www.cityofwestmorland.net/police/</p>	(760) 344-3411	(760) 344-5307	<p>Record Retention Indefinite</p>

Imperial County Courts

<http://www.imperial.courts.ca.gov/>

Agency	Phone	Fax	Special Instructions
Brawley Superior Court Attn.: Records Clerk 220 Main Street Brawley, CA 92227	(760) 336-3550	(760) 351-7703	Fax in all requests Include the following: Last name, First name DOB, AKA, Driver's License and SSN (if available)
Calexico Municipal Court Criminal Records Attn.: Criminal			Court Closed. Send request to El Centro SC
El Centro Jail Court			Court Closed. Send request to El Centro SC
El Centro Superior Court Criminal Records 939 West Main Street El Centro, CA 92243	(760) 482-2200	(760) 336-3593	Fax in all requests Include the following: Last name, First name DOB, AKA, Driver's License and SSN (if available)
Valley Plaza Infractions Court 1625 Main Street El Centro, CA 92243	(760) 336-3500	(760) 336-3598	Fax in all requests Include the following: Last name, First name DOB, AKA, Driver's License and SSN (if available)
Winterhaven Superior Court Attn: Records Personnel 2124 Winterhaven Drive Winterhaven, CA 92283	(760) 336-3500		Mail in Request. Court Closed on Mondays and Fridays

San Diego and Imperial County Juvenile County Probation and Courts

Agency	Phone	Fax	Special Instructions
<p>San Diego County Juvenile Probation 2901 Meadowlark San Diego, CA 92123</p>	<p>(858) 694-4319</p>	<p>No Fax Accepted Please Email</p>	<p>San Diego Juvenile County Probation (858) 694-4600 Hours: 7:30 a.m. - 5:00 p.m.</p> <p>Please include the following information in all your requests: Name of individual, DOB, Any known Alias/AKA's that the male/female may have used. It is better for SD County Probation to receive e-mail inquiries so they can verify that the person they are sending the information works for the court/probation.</p>

Agency	Phone	Fax	Special Instructions
<p>San Diego County Juvenile Records Attn: Arrest Records / Bookings / True Findings 2801 Meadowlark San Diego, CA 92123</p>	<p>(858) 634-1600</p>	<p>Mail with Original Signature</p>	<p>Email Co. Prob. first, obtain JDA number to include in the form below for requesting purposes: https://www.courts.ca.gov/documents/jv570.pdf</p>
<p>Imperial County Juvenile Records Attn: Arrest Records / Bookings / True Findings 939 Main Street El Centro, CA 92243</p>	<p>(760) 339-6234</p>	<p>Mail with Original Signature</p>	<p>Fax requests are accepted but this does not mean that the request will be expedited. All faxed requests must include a full return mailing address and contact person from the sender. Note: Imperial County is not authorized to respond via fax - all responses will be mailed. Note: average response time 5-7 days and can take up to 2 weeks. https://www.courts.ca.gov/documents/jv570.pdf</p>
<p>Imperial County Juvenile Hall 324 Applestill Road El Centro, CA 92243</p>	<p>(442) 265-2425</p>		

San Diego and Imperial County Adult Probation

Agency	Phone	Fax	Special Instructions
<p>San Diego County Adult Probation</p> <p>330 West Broadway, 5th Fl. San Diego, CA 92101</p> <p>https://www.sandiegocounty.gov/content/sdc/probation/contact.html</p>	(619) 515-8202		Call if you require more information.
<p>Imperial County Adult Records</p> <p>324 Applestill Road El Centro, CA92243</p> <p>https://probation.imperialcounty.org/</p>	(442) 265-2400	(442) 265-2376	<p>Fax requests are accept but this does not mean that the request will be expedited. All faxed requests must include a full return mailing address and contact person from the sender.</p> <p>Note: not authorized to respond via fax - all responses will be mailed.</p> <p>Note: average response time 5-7 days and can take up to 2 weeks.</p>