

## 5-07/110.15 - Warrant Check Format

The format below shall be followed when running a subject by radio or telephone inquiry directed to the CWS Section, Records and Identification Bureau.

- Unit number - repeat for each subject;
  - Operator's license number - if other than California, give state of issuance;
  - Subject's last name/first name/middle name/suffix (Jr., Sr., III, etc.);
  - Subject's address - if subject is a transient, so indicate;
  - Sex;
  - Racial descent;
  - Hair – color;
  - Eyes – color;
  - Height of subject - give only one height;
  - Weight of subject - give only one weight;
  - Date of birth - when birthdate is unknown, indicate approximate age;
  - Vehicle license number, if known;
  - Any additional addresses used by subject, run separately; and
  - Any additional aliases or names used by subject, run separately.
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