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.