



REQUEST FOR COPY OF POLICE RECORDS

Date of Request: _____

Name of Person making request: Last: _____ First: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

Report/ Incident Number: _____ Date(s) of Incident(s): _____

Individuals involved in incident: _____

Type of Incident: _____ Location of Incident: _____

Your involvement: ___Involved in the incident ___Insurer of person involved in incident ___Civil ___News
___Media ___Attorney of person involved in incident ___ Parent/Legal Guardian
___Other, explain: _____

Reason for request: _____

Requesting: ___ Copy of Incident ___ Copy of Initial Report ___ Copy of Supplement(s) ___ Copy of
Statements ___ Accident Report ___ Arrest Report ___ Copy of Photos (if available/applicable)
___ Copy of Video/Audio (if available/applicable--Circle: Taser/Radio/Interviews/Booking)
911 audio is a closed record per 610.15 of the Missouri Sunshine Law
and unavailable to the general public.

Under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri (RSMo. 610.010, 610.023, 610.024, 610.026), entities are allowed to charge a reasonable fee to research, locate, and copy the reports, as well as charge for supply costs. The fee can be requested prior to making the copies available. **The current fee for a basic report is \$5.00 for each report requested.** For more extensive searches of reports/video/audio, the cost will increase due to research and redaction time. Cash, money order or credit cards are accepted. There is a surcharge fee for using your credit card. Money orders should be made payable to the City of Wentzville.

Revised Missouri State Statute, Missouri Sunshine Law, Chapter 610 allows for a reasonable length of time to allow the information to be gathered, but the request must be **acted upon** by the end of the third business day following the date the request is received by the custodian. The period may exceed three days for reasonable cause.

Office use only: Driver's license/other identification _____

Date sent/issued: _____ Released by: _____

Reason denied: _____