



ST. PETERS POLICE DEPARTMENT

INCIDENT REQUEST PROCEDURE FOR OUT-OF-AREA REQUESTS

1. Please complete the enclosed police incident request form (two pages).
2. Sign the bottom of both pages in the presence of a notary.
Your signature must be notarized.
3. Provide a copy of your photo ID (driver's license preferred)
4. **Upon receipt of your notarized request, a Records clerk will call and provide the fee and payment information.**
5. Mail the completed form, a copy of your photo ID, and money order to :
St. Peters Police Department
1020 Grand Teton Drive
St. Peters, MO 63376
ATTN: Records
6. Please make sure that the listed address on the enclosed form is your current address since this will be the address where we will mail the report. Also, please provide a valid phone number with voicemail.
7. If you have any questions, you may call the Records Section at 636-477-6600 ext. 3525