

St. Peters Police Department Records Request

Note: Some records are closed to the public. See Chapter 610 RSMo – The Sunshine Law

Incident #: _____

Records Requested: Police Report ____ Booking Sheet ____ Other (describe)* _____

Name _____ Date of Request _____

Address _____

Street

City/State/Zip

Phone #(s) _____

The reason for my records request is: (check all that apply)

1. ____ I am (or my property is) involved in the incident or I am the attorney or insurer for this person.
If #1 is checked, is this request for investigation of a civil claim or defense? YES ____ NO ____
2. ____ I am a defendant in a criminal case or their attorney.
3. ____ I am a defendant in St. Peters Municipal Court or their attorney.
4. ____ Other, please explain: _____
5. ____ To research available public records regarding:
Name _____ DOB _____
and/or Location _____ Dates _____ to _____

If these records are not immediately available: (check one)

____ Please call me – I'll pick up the information. ____ Please mail these records to my address.

SIGNATURE _____

Fees:

Paper copies not larger than 9" X 14": \$0.75 per page
 Copies of digitized records: \$0.65 per page plus \$0.25 for standard computer disk
 All other records: *Hourly rate of pay for staff required to produce records
 plus the cost of the media used for duplication

Office Use:	
Clerk ____ Checked ID <input type="checkbox"/> Viewed Only <input type="checkbox"/> <input type="checkbox"/> Estimate at Window # of Pages ____ Cost _____ <input type="checkbox"/> Call back with Estimate	To be completed by staff required to fulfill request: DSN of Staff Required ____ ____ Staff Time to nearest 1/4 hr ____ ____ Applicable Hourly Rate ____ ____ Staff Time Cost ____ ____
Process Clerk ____ # of Pages ____ Media Cost ____ Staff Time Cost ____ Total Cost _____ Comments _____	
Release Clerk ____ Receipt # _____	

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(continued)

Notarization and Additional Information

Notarization (if requested by Records Personnel)

Some records closed to the public are available to persons (or their attorneys or insurers) who are involved (or whose property is involved) in an incident. If you are such a person and you are unable to personally appear and provide identification, we may request notarization of your signature. If we ask for notarization of your signature, please sign where indicated in the presence of a notary and return this request to us after it has been notarized.

SIGNATURE of person requesting records

PRINTED NAME of person requesting records

State of _____

County of _____

Sworn and subscribed to before me this _____ day of _____, _____.

My commission expires: _____

Notary Public

Additional Information

Complete information on the Sunshine Law may be found in Chapter 610 of the Revised Statutes of Missouri. We have provided the following summary from relevant portions of Chapter 610 for your use.

1. An **Incident Report** generally consists of the date, time, specific location, name of the victim, and immediate facts and circumstances surrounding the initial report of a crime or incident (610.100 (4) RSMo).
2. An **Arrest Report** is generally a record of an arrest by a law enforcement agency. If an arrested person is not charged within 30 days, the arrest report is closed to the general public (610.100.2 RSMo).
3. An **Investigative Report** is generally a record of a law enforcement agency, other than an Incident Report or an Arrest Report, inquiring into a crime or suspected crime (610.100 (5) RSMo).

Investigative reports are closed records until the investigation becomes "inactive" (610.100 (3) RSMo). Records are "inactive" when all of the following applicable conditions are met:

- a) the law enforcement agency decides not pursue a case;
- b) the earliest of either 10 years have passed or the statute of limitations has expired meaning charges can no longer be filed; and/or
- c) all rights of appeal by convicted persons have been exhausted