



St. Peters Police Department

INCIDENT REQUEST PROCEDURE FOR MAIL-IN & EMAIL REQUESTS

1. Please complete a police records request form (two pages). You can find the form online at www.stpetersmo.net/police-records-services.aspx.
2. Contact the Records Section at 636-477-6600 ext. 3525 to determine if your signature must be notarized. If your signature must be notarized, sign the bottom of both pages **only in the presence of a notary**.
3. If using U.S. Mail, mail the completed form and a copy of your photo ID:

St. Peters Police Department
1020 Grand Teton Drive
St. Peters, MO 63376
ATTN: Records

A member of the Records staff will contact you to provide the fee and payment information.

4. If using Email, Email the completed form, along with a scanned copy of your ID, to:

sppdrecords@stpetersmo.net

A member of the Records staff will contact you to provide the fee and payment information.

5. Please make sure that the listed address on the police records request 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.
6. If you have any questions, contact the Records Division at:

636-477-6600 ext. 3525 or sppdrecords@stpetersmo.net