

REQUEST FOR REPORT REPRODUCTION

Copies of reports will be available at the Department of Public Safety within 10-20 working days after the initial report has been made. **Information that is contained in a report cannot be obtained by telephone; however, citizens may call to find out if a report is available prior to responding.**

If making a request by mail, **please include Section A of this form and \$5.00 per Accident Report or Incident Report. Include an additional \$5.00 for each Arrest or Investigative Report requested.** Copies of mail-in requests may take up to 30 days to receive, depending on the volume of requests. **Mail to: Mail-In Request Desk, Department of Public Safety, 2990 NW Vivion Road, Riverside, Missouri 64150. MAKE PERSONAL CHECK, CASHIER'S CHECK, BUSINESS CHECK, OR POSTAL MONEY ORDER PAYABLE TO THE CITY OF RIVERSIDE.** A stamped, self-addressed business type envelope must be included so that your claim may be processed. Release of criminal offense reports will be in strict accordance with Missouri Law.

Section A

Name _____ Case Report Number: _____
 Address _____ Apt. # _____ Date of Occurrence: _____
 City _____ Type of Report: _____
 State _____ Zip _____ Location: _____

NOTE: Cash, cashier's check, personal check, business check, postal money order, or report reproduction coupon will be accepted for payment. **DO NOT SEND CASH THROUGH THE MAIL.**

Section B

Please Detach For Your Records

Date of Occurrence: _____ Case Report Number: _____
 Type of Report: Vehicular _____ Offense: _____
 Location: _____
 Reporting Officer: _____ Badge #: _____
 Shift Hours: _____ Phone: _____
 Follow-up Handled By: _____ Phone: _____

- You may not be personally contacted by an investigator unless further information is needed. If you have additional information or have recovered your property (to include automobiles), please contact the unit handling follow-up.
- If your vehicle was towed you will need to contact _____ at _____.
- If you have questions regarding obtaining copies of reports, please contact the Records Unit at 816-372-9076 between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday.
- If property was recovered by the police regarding this incident and you can prove ownership, or if you have questions or additional information to add to your police report, please contact the reporting officer or person listed as handling the follow-up.
- If you have been involved in a vehicle accident, it is **your responsibility** to exchange information with the other driver or vehicle owner. Section C provides the information you are likely to need.

Section C

VEHICLE DRIVER INFORMATION

Name _____
 Phone # _____
 Address _____
 Insurance Carrier/Policy # _____
 Vehicle Make and Year _____
 Vehicle License _____