

RIVERSIDE, MISSOURI DEPARTMENT OF PUBLIC SAFETY

**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 816-372-9176 to find out if a report is available prior to responding.

Vehicle Crash Reports can be purchased at [www.docview.us.com](http://www.docview.us.com) for \$11.00 (this includes cost of report and a \$6.00 service fee). All reports can be obtained by mail, please include Section A of this form and \$5.00 per 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 816-372-9176 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 \_\_\_\_\_