



Kurt Frisz-Chief of Police

REQUEST FOR COPY OF POLICE REPORT

Date of Request: _____

Name of Person making request: Last: _____ First: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

Report/ Incident Number: _____ Date(s) of Incident(s): _____

Individual's involved in incident: _____

Type of Incident: _____ Location of Incident: _____

Your involvement: Involved in the incident Insurer of person involved in incident Civil
 News Media Attorney of person involved in incident Parent/Legal Guardian
 Other, explain: _____

Reason for request: _____

Requesting: Copy of Incident Copy of Report Copy of Supplement(s)
 Accident Report Copy of Video/Audio (if available/applicable)
 Copy of Photos (if available/applicable) Arrest report.
911 audio is a closed record per 610.15 of the Missouri Sunshine Law
and unavailable to the general public.

Under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri (RSMo. 610.010, 610.023, 610.024, 610.026), entities are allowed to charge a reasonable fee to research, locate, and copy the reports, as well as charge for supply costs. The fee can be requested prior to making the copies available. **The current fee for a basic report is \$5.00 for each report requested.** For more extensive searches of reports/video/audio, the cost will increase due to research and redaction time. Cash or a money order will be accepted. Money orders should be made payable to the City of Wentzville.

Revised Missouri State Statute, Missouri Sunshine Law, Chapter 610 allows for a reasonable length of time to allow the information to be gathered, but the request must be **acted upon** by the end of the third business day following the date the request is received by the custodian. The period may exceed three days for reasonable cause.

Office use only: Driver's license/other identification _____
Date sent/issued: _____ Released by: _____
Reason denied: _____