



# CITY OF GREENWOOD, MISSOURI

## Request for Police Records



**Accident reports only** are now available to be purchased and downloaded online at [www.buycrash.com](http://www.buycrash.com).

Date of Request: \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

Address of Person Making Request: \_\_\_\_\_

Best Contact Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Describe the records with as much detail as possible (if known, please include the report #(s), name (s), date (s), incident location, etc.):

Explain your connection to the records being requested (for example: victim, criminal defendant, person investigated or arrested, family member):

Explain the reason for the request (optional):

### For Civil Attorneys and Insurance Companies

Case or Claim Number: \_\_\_\_\_

Name of person (client/insured) you are representing:

Last First Middle Initial

In what capacity do you represent this person?

\_\_\_\_\_ Civil Attorney: Bar # \_\_\_\_\_

\_\_\_\_\_ Insurance Company

Please fill this form out, print, and deliver the completed request for processing to the Greenwood Police Department located at 709 W. Main St., Greenwood, MO 64034. Our office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m.; excluding major holidays. **MAIL REPORT: \_\_\_\_\_ OR PICK UP: \_\_\_\_\_**

The Greenwood Police Department makes every effort to comply with requests for records and interpret the "Sunshine Law" in the most liberal terms available under the law. As such, we will provide you with a response within three (3) business days of the date of your request, along with the costs associated with such request which must be paid prior to the replication of any records, should the request be granted. Some of the material may be unavailable to the public pursuant to Chapter 610 of the Missouri Revised Statutes and therefore removed, or "redacted" before you receive your copies. Copies of police reports are generally available within five business days after the incident has been reported. Requests may take an additional 7-10 business days to process depending on the circumstances of the request. **Fees for incident/offense reports are \$5.00. Any additional research or copying will incur additional fees.** Photo identification is required for all requests.

**FEEs MAY BE REQUIRED TO BE PAID IN ADVANCE-RSMo 610.026.**

Signature of Person making request: \_\_\_\_\_

#### RECORDS USE

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Fee: \_\_\_\_\_

Date Fee paid: \_\_\_\_\_ Date Request Completed: \_\_\_\_\_