



Acting Police Commissioner- Lt. Col. Lawrence O'Toole

Service, Integrity, Leadership And Fair Treatment To All

METROPOLITAN POLICE DEPARTMENT

CITY OF ST. LOUIS – 1915 OLIVE STREET - ST. LOUIS, MISSOURI 63103

ATTENTION ATTORNEYS AND INSURANCE COMPANIES

Effective January 12, 2005, all requests for police reports from attorneys and insurance companies must be submitted via U.S. mail. Requests should be directed to:

Custodian of Records
St. Louis Metropolitan Police Department
1915 Olive Street
St. Louis, Missouri 63103

Attorney requests should be on letterhead and affirmatively identify the client they represent. The attorney's Bar number and original signature must be included.

Insurance Company requests should be on letterhead and include the insured's name and an original signature.

You will be charged a fee of .10 cents per page, plus a prorated processing fee of \$12.00 an hour. Please do not submit payment at this time. The requester will be contacted by a Records Clerk and advised of the cost upon completion

Responses to requests will be mailed to street addresses only and cannot be faxed or delivered to P.O. Boxes. Reports are not available for pick up.

The SLMPD reserves the right to request additional information or documents which confirm the requesting party is a licensed attorney who has been retained by the client.