

## **ATTENTION ATTORNEYS AND INSURANCE COMPANIES**

Effective July 1, 2013, 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  
Correspondence Unit  
1915 Olive - Fifth Floor  
St. Louis, MO 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.

Requests from attorneys and insurance companies should include the **\$6.50** fee and should be paid with a business check which includes a street address. Check should be written to the "City of St. Louis."

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 retrained by the client.*