



Attorney and Insurance Company Instructions for Sunshine Law Requests under 610.100.4

Access to police records related to pending criminal matters must be sought under the Missouri Rules of Criminal Discovery, not the Missouri Sunshine Law. Section 610.100.4 authorizes release of closed records in relation to civil claims only.

If you represent an involved party* and would like access to closed records pursuant to section 610.100.4 RSMo, for the purpose of investigating a civil claim or defense - it is strongly recommended you submit your request via the **SLMPD Public Records Portal**: <https://pd-stlouismo.govqa.us/WEBAPP/rs>. This will result in faster service, progress tracking and secure electronic delivery of most records. In order to receive electronic copies of records, requests must be submitted on-line.

You are encouraged to receive and review the report prior to requesting any videos, photos, 911 calls or other evidentiary material. The report will identify what items were gathered as evidence and what may be available upon request. This will expedite processing of your request and save costs.

If you opt to submit your request by mail, your written request must meet the following requirements for consideration of release under 610.100.4.

Required Information:

- Must be on Law firm or Insurance Company letterhead.
- State the name of your client or claimant.
- State the purpose of your request. *Example: I am seeking records to investigate a civil claim or defense.*
- As much of the following information:
 - Date of Incident
 - Type of Incident *Examples: Car accident, assault, police pursuit*
 - Complaint Number
 - Location of Incident
 - Names of parties involved
- Must include an original signature.
- Must include the attorney's name, bar number and contact information OR
- Must include insurance company employee's name, title and contact information.
- Include a description of the records you would like, please be as specific as possible.

If the above requirements are not met, the Department may not process your request under 610.100.4 and you will receive open records only.

**An involved party must be named in the responsive incident report as one of the following: Driver, passenger, witness, victim, property owner, suspect.*