

## Frequently Asked Questions (FAQs)

### Who is an involved person and why does it matter?

An involved person is someone named in a police report as a victim, witness, suspect, passenger, driver or property owner; it also includes their attorneys and insurance companies. If an involved person is deceased or incompetent, a close relative (spouse, parent, grandparent, legal guardian or sibling) may also be considered an involved person. Under the Sunshine Law, involved persons may have access to records which might otherwise be closed to the general public. Access to these records is governed by Section 610.100.4 RSMo.

### What if I am NOT an involved person and I want a copy of a police report or other police department records?

You may still submit a Sunshine Request on-line or by mail but reports or other records cannot be given in-person to non-involved persons. These types of requests take additional time to research because a determination must be made whether they are open records under the Sunshine Law.

### When can I submit a request for a report related to an incident I was involved in?

Police reports cannot be made available until they have been completed and approved. The earliest you can expect a report to be available is 5 days after the incident occurred but some police reports take longer to prepare depending on the incident type.

### What information do I need to provide when requesting a police report?

Please include as much of the following information as possible: complaint number, date and location of the incident, type of incident (traffic accident, burglary, assault, etc.) and names of persons involved. The more information you can provide the easier it is to locate your record.

### What documentation do I need to bring when requesting a police report in-person at the Service Center?

If you are requesting the report for yourself, a state issued photo-id is required for identification verification.

If you are requesting the report on behalf of a deceased or incompetent involved person, a certified death certificate or verification from a doctor on letterhead is required AND proof of your relationship to that person is required (marriage certificate or birth certificate) AND your photo-id.

Attorneys and Insurers should submit requests on-line through the Sunshine portal or by mail.

### How much will I be charged for access to a police report?

The police department charges fees in accordance with the Sunshine Law Section 610.026 RSMo. This includes copying fees of \$.10 per page and the time required to locate and research each request. The rate charged to locate police reports is \$15 per hour (prorated), which is the lowest hourly rate of clerical staff of any police department employee. The cost of fulfilling a simple request for a police report is normally less than \$5.00, however it varies depending on the amount of time required to locate and the number of pages of the report.

### What forms of payment are accepted for in-person requests?

Currently, acceptable forms of payment are cash, money orders or business checks at the service counter. No personal checks or debit/credit cards can be accepted at this time.

### Does my request need to be notarized and what other documents are required?

Certain requests from individuals in the following situations require a notarized statement:

If you are an involved person and are making a request on-line or by mail for a police report, a signed notarized statement verifying your identity and confirming your involvement in the incident must be submitted.

If you are an individual submitting a Sunshine request on behalf of an involved person in-person, on-line or by mail, you must have a notarized statement from the involved person stating you have been authorized to receive the report on their behalf. You must also show your state-issued photo ID if making the request in person, OR a separate notarized statement verifying your identity if making the request on-line or in writing.

If you are submitting a Sunshine Request in-person, on-line or by mail as a relative of a deceased or incompetent involved person, you must provide a notarized statement to verify your identity AND a document showing proof of your relationship to the involved person (marriage license, birth certificate, death certificate, court order, etc.).

Requests from attorneys and insurance companies do not require notarization but should be submitted on-line or by mail.