

# INDEPENDENCE POLICE RECORDS REQUEST

Reports are generally available within 5 – 10 business days.

## FEES (Check all that apply)

Incident/Case Report: \$5       Photo Request: \$20 per CD (must be prepaid)

Certified Report Copies: \$8       Archived Reports (1990-2005): \$40 per report

911 Recording: \$40 per CD (**must have subpoena and be prepaid**)

Video-Interview/In-Car/Jail/Business Surveillance: \$40 per CD (must be prepaid)

**REASON FOR REQUEST**  insurance  court  civil action  public information

## PLEASE PRINT

Today's Date: \_\_\_\_\_ Incident/Case Number \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

Requesting Agency/Business: \_\_\_\_\_

YOUR Full Address: \_\_\_\_\_

YOUR Telephone Number: \_\_\_\_\_

YOUR Email \_\_\_\_\_ Fax # \_\_\_\_\_ **Pre-Payment**

**required if you prefer to receive your report by email or fax. In addition to Pre-Payment, self addressed stamped envelope of sufficient size is required if you prefer to receive your report by mail.**

**Please complete the following if the report number is UNKNOWN:**

Date and Time of Incident: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Person Involved in Incident: \_\_\_\_\_

Person's Date of Birth or Social Security Number: \_\_\_\_\_

AMOUNT PREPAID \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_

EMAILED ( ) FAXED ( )

CLERK COMPLETING REQUEST \_\_\_\_\_

PICKED UP ( ) MAILED ( )

**\*\*\*\*Archived Report Requests must be made in writing and submitted by Wednesday at Noon of each week. If available, the reports will be ready for pickup the following Monday.**