

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.**