



WRIGHT CITY POLICE DEPARTMENT

203 Veterans Memorial Parkway

Wright City, MO 63390

Communications 636.456.7088

Administration 636.745.3541

Fax 636.745.9978

REQUEST FOR COPY OF REPORT

Information on this form will assist in providing the report you are requesting. You need to provide sufficient information to specifically identify records, such as case number, incident location, date of occurrence otherwise we may not be able to locate the requested records. Some request may involve extensive and lengthy searches of police records. State Statute allows for a reasonable length of time to gather the information. Police reports are available as a convenience to victims. The primary goal of the Records Division when releasing reports is to protect the rights of those individuals named in the report. As a result, police reports can be retrieved for the following persons: persons involved in the incident (victim, suspect, property owner); family members of persons involved in the incident if the person involved in the incident is deceased (death certificate required) or incompetent (statement from doctor on letterhead required); and witnesses to an incident. Attorney and insurance company requests should be on letterhead and include an original signature.

Date of Request: _____

Name of Person Making Request: _____

Address: _____

Phone: _____ Alternative Phone: _____

Signature: _____

Report Number: _____

Name of Individual Involved in Incident: _____

Type of Incident: _____

Date of Incident: _____ Location of Incident: _____

Choose one of the following:

___ Involved in incident ___ Insurer of person involved in incident

___ Attorney of person involved in incident ___ Other, please explain below:

There will be a \$5 fee for each report requested. Payments are accepted are cash or check made payable to City of Wright City.

RECORDS USE ONLY			
<input type="radio"/> Cash Amount \$ _____	Date Processed: _____	DSN: _____	Date Released: _____
<input type="radio"/> Check # _____ \$ _____	Redacted? YES NO		DSN: _____
Number of Pages: _____			
Release Notes: _____			