



# Greene County Sheriff's Office

5100 W Division  
Springfield, MO 65802  
Records Direct 417-868-4042  
Email: Records@greencountymo.gov



### Request for Copy of Records

Missouri Sunshine Law Chapter 610 RSMo

**Requestor Info:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address, City, State, Zip Code

Additional Info: \_\_\_\_\_  
Phone Number, E-mail Address, "Reference to" Information

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I Am Requesting Copies of Records Regarding:**

Case Number: \_\_\_\_\_ Person: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Report #: \_\_\_\_\_ Location of occurrence: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Subject Matter: \_\_\_\_\_

Notes that may assist us with request: \_\_\_\_\_

Reason for Requesting: \_\_\_\_\_ Involvement: \_\_\_\_\_

**Type of Records I Am Requesting:**

report(s)  audio  video  photographic  Other \_\_\_\_\_

**Fees:**

Record Copy Fees depend on format, duplication time, and research to process each request, per §610.026.1, RSMo. and as amended.

- Paper copies for pages not exceeding nine by fourteen inches are 10 cents per page.
- Electronic copies of records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine by fourteen inch, are assessed at cost.
- The time spent copying records is based on the average salary for a Records Clerk 1 position.
- Research time required for fulfilling records requests may be charged at cost.
- Records are generally made available for pickup but can be mailed upon request and payment of the cost of mailing.

**Please indicate if you would prefer us to provide a fee estimate prior to processing:**

yes, please provide a fee estimate prior to processing, if fee is greater than \$5

**Payment:**

Payment of such copying fees is requested prior to the making copies, per §610.026.2, RSMo. and as amended. Checks should be made **payable and mailed to the Greene County Sheriff's Office Records Division, 5100 W Division, Springfield, MO 65802**. Upon receipt of payment **the copied records will be available for pickup at the Records Division**.

Report Released By \_\_\_\_\_

Request Denied:

Active Investigation  Report not Complete  Other: \_\_\_\_\_