Greene County Sheriff's Office

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

Request for Copy of Records

Missouri Sunshine Law Chapter 610 RSMo

Requestor Info:

Name: _____ Relationship to subject: _____

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: _____

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: _____