



Greene County Sheriff's Office

1010 N. Boonville Ave., Springfield, MO 65802
Records' Direct 417-829-6235 Fax 417-868-4108

Request for Copy of Records *Missouri Sunshine Law Chapter 610 RSMo*

Today's Date: _____

Case Number: _____ Person's Name: _____

Date of Report: _____ Location of occurrence: _____

Reason for request: Victim Media Insurance Other: _____

ex: criminal discovery, civil purposes (610.100.4)

Request is for: Video Audio Report Booking Photo

Notes that may assist us with request: _____

Requestor Info

Name: _____ Attn: _____

Address: _____
Street address, City, State, Zip Code

Additional Info: _____
phone number, e-mail address, "reference to" information

Requestor's Signature: _____ Date _____

As victim and/or representative of person(s) involved with investigation I do not object to the requested records being released.

Department Use Only

RECORDS ON FILE:

\$5.00 per record (price includes first two pages of record)

- Booking Photos,
- Investigative Reports,
- Jail Arrest Record/Census,
- Inmate Files / Booking Cards

Additional pages in excess of first two pages:

\$0.10 per page black and white copy

\$0.75 per page color copy

*Records may be sent electronically when available.

Requested email copies will only be sent as a duplicate(s) to the paid paper records.

MICROFILM REPORT

(available in black and white only)

\$8.00 per report (price includes first two pages of report)

Additional pages in excess of first two pages:

\$1.25 per page microfilm copy

MEDIA

\$15.00 per Digital Photo CD (100 photos or less)

\$30.00 Film / Photo Development (50 photos or less)

\$1.25 per 3"x 5" printed digital photograph

\$15.00 Audio Recording on CD (30 minute or less)

Unable to complete request because: Media / Report not found with info provided Report not complete

Location of occurrence not in CGSO jurisdiction Media not available for this case

Advised request is completed and able to be picked up **Employee Initials** _____ **Date** _____

Make checks payable to: Greene County Sheriff's Office

Mail payment to Greene County Sheriff's Office 1010 N Boonville Springfield, MO. 65802

Requests may be faxed to 417-868-4108 or emailed to Lt. Deborah Wade at dwade@greencountymo.org

Information that is reasonably likely to pose a clear and present danger to the safety of any victim, witness, undercover officer, or other person; or jeopardize a criminal investigation, including records which would disclose the identity of a source wishing to remain confidential, a suspect not in custody and information of persons under 17 yrs old will be blacked out (RSMo 610.100.3.) A person's social security number will not be released (RSMo 610.035.) The County carries the burden of proof required to initiate an action in circuit court justifying the non-disclosure of partial or complete records. Positive identification may be requested before releasing records.