



**FRANKLIN COUNTY SHERIFF'S DEPARTMENT**

STEVEN M. PELTON, SHERIFF    TREVOR J. WILD SR, CHIEF DEPUTY  
#1 BRUNS DRIVE    UNION, MO 63084  
BUSINESS PHONE (636) 583-2560 FAX (636) 584-6877

**RECORDS REQUEST FORM**

**RECORD REQUEST INFORMATION**

TODAY'S DATE: \_\_\_\_\_

REQUEST FOR	
<input type="checkbox"/>	INCIDENT REPORT
<input type="checkbox"/>	BOOKING REPORT
<input type="checkbox"/>	INVESTIGATIVE REPORT
<input type="checkbox"/>	OTHER: _____

REASON FOR REQUEST	
<input type="checkbox"/>	INVOLVED PARTY
<input type="checkbox"/>	ATTORNEY
<input type="checkbox"/>	INSURANCE CO
<input type="checkbox"/>	OTHER: _____

RECORD NUMBER (IF KNOWN)

INCIDENT DATE / DATE RANGE

VICTIM NAME \_\_\_\_\_ SUSPECT NAME \_\_\_\_\_

OTHER INFORMATION WHICH MAY ASSIST US IN PROCESSING YOUR REQUEST:

--

**REQUESTOR INFORMATION**

NAME: \_\_\_\_\_

(If request is on behalf of a business, please include business name and a contact name)

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

<b>FEE SCHEDULE</b>		Records will not be released until the non-refundable processing fee has been submitted. Large requests or those requiring extensive research may require a deposit prior to processing.	
Report	Processing Fee	Report Detail	Availability
Incident Report	\$2.00	A record consisting of the date, time, specific location(s), name of victim(s), and immediate facts/circumstances surrounding the initial report of a crime or incident including a list of involved property and / or vehicles as applies.	Any time after a report number has been drawn in the system * will show the information that has been entered as of the time the report is printed
Booking Report	\$5.00	A record of an arrest and of any detention or confinement incident with the charge therefor.	If any person is arrested and not charged with a crime within 30 days, the arrest report shall be a closed record.
Investigative Report	\$5.00 for 1 <sup>st</sup> 50 pages, add \$0.10 per black and white page thereafter	A record, other than an arrest or incident report, inquiring into a crime or suspected crime, either in response to an incident report or in response to evidence developed by our deputies.	May be considered a closed record until such time as the investigation is considered complete.
* Other Records Requests - Fees will be assessed at the hourly rate of personnel required to complete the request, plus \$0.10 per black and white printed page, other supply fees may apply. Talk to the Records Custodian for further details.			

OFFICE USE ONLY				
REQUEST STATUS			ITI UPDATED	
<input type="checkbox"/>	APPROVED		ID SCANNED	
<input type="checkbox"/>	DENIED REASON		AMOUNT DUE	
DATE REQUESTOR NOTIFIED			MONEY ORDER	CASH
CLERK SIGNATURE: _____		DSN: _____	CHECK # _____	