

This form can be completed by: 1) completing the form online (save first!) and email, *including a copy of your identification* to: PDRecords.PDRecords1@cityofls.net or 2) printed and completed manually. When completed, the form should be printed and submitted in person to our Records Unit.



LEE'S SUMMIT MISSOURI



POLICE DEPARTMENT

RECORDS DISCLOSURE REQUEST

Date:

Name:			
Address:			
	City	State	Zip Code
Phone:	Home		
	Cell	Email:	

Describe the records with as much detail as possible (if known, please include report #(s), name(s), date(s), incident location, etc.):

Explain your connection to the records sought (for example: victim, criminal defendant, person investigated or arrested, family member):

Explain the reason for the request (optional):

For Civil Attorneys and Insurance Companies

Case or Claim Number:			
Name of person (client/insured) you are representing:			
Last	First	Middle Initial	
In what capacity do you represent this person?			
<input type="checkbox"/>	Civil Attorney: Bar #	<input type="checkbox"/>	Insurance Company

Please fill this form out, print, and deliver the completed request for processing to the Lee's Summit Police Records Department located at 10 NE Tudor Road, Lee's Summit, MO 64086. Our hours of operation are Mon-Fri, 7am-4pm; excluding major holidays.

The Lee's Summit Police Department makes every effort to comply with requests for records and interpret the "Sunshine Law" in the most liberal terms available under the law. As such, we will provide you with a response within three (3) business days of the date your request is received along with the costs associated with such request which must be paid prior to the replication of any records, should the request be granted. Some of the material may be unavailable to the public pursuant to Chapter 610 of the Missouri Revised Statutes and therefore removed, or "redacted" before you receive your copies. Photo identification is required for all requests.

Schedule of Fees is available at <https://cityofls.net/finance-budget-taxes/schedule-of-fees/police-department-fees>

Questions? Contact the Records Unit at 816-969-1715.

RECORDS USE			
Received by:	_____	Date Received:	_____
Fee:	_____	Date Fee paid:	_____
	Date Request Completed: _____		